STUDENT HANDBOOK

2001 - 2002

Name Computer # 1

Curriculum _____

Advisor _____

Office Location _____

Phone _____

EDUCATION THAT WORKS
Forsyth Tech
COMMUNITY COLLEGE

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All information in this publication is subject to change without notice.

www.forsyth.tec.nc.us

infoftcc@forsyth.cc.nc.us

Substantial effort has been made to ensure the maximum accuracy of this information. Forsyth Tech cannot and does not guarantee the correctness of all the information, nor the complete absence of errors and/or omissions.

The Student Government Council welcomes you to Forsyth Technical Community College.

We also welcome you to membership in the Student Government Council (SGC). All curriculum students pay the $9.00 student activity fee when they register and automatically become members of Forsyth Tech's Student Government Association (SGA).

For more information concerning the SGC, see pages 23 through 27 and the back cover.

Did you know that your Student Activity Fees pay for all this?

Graduation Expenses are partially covered

- It costs over $25 per student to hold a graduation ceremony. Currently, students pay only a graduation fee of $10 for each diploma received.

Student Activities and Entertainment

- Fall Festival
- Spring Fling
- Martin Luther King, Jr. Celebration
- Night Student Appreciation

Student Publications

- Student Handbook
- *Technically Speaking* (student newspaper)

Equipment and Registration Fees

- Men's Basketball
- Coed Cheerleading
- Women's Volleyball
- Women's Fastpitch Softball

Student Government Association Expenses

- Student Activities Supervisor's Salary
- Student Activities Secretary's Salary
- Supplies & Materials for the Student Activities Center
- All SGA Printing Expenses

Student Government Council Conferences

- Forsyth Tech is a member of the North Carolina Comprehensive Community College (N4C) Student Government Association. The N4CSGA offers two conferences each year. These conferences offer workshops and seminars to prepare students to lead the SGA on their campuses.

Point Me in the Right Direction

Academic Questions	Who to See	Where to Go	Phone
Where do I go if I:			
need to determine my **academic standing?**	Records Office	Allman Center, Room 106, MC	7472
want to **audit a course?**	Academic Advisor		
can't start a course as assigned?	Course Instructor		
want to take a **continuing education** course?	Customer Service Center	South Lobby, WC	761-1002
want to **change curriculums?**	Admissions Office	Allman Center, Room 123, MC	7253
have a concern about **a course grade?**	Academic Dean		
need my **grade point refigured?**	Academic Advisor		
need to determine if I **meet graduation requirements?**	Academic Advisor **or**		
	Student Data Support Services	Allman Center, Room 111, MC	7314
need an **intent to graduate form?**	Student Data Support Services	Allman Center, Room 111, MC	7314
am having **problems with my classes?**	Counseling Center	Allman Center, Room 164, MC	7226
have questions about **academic probation?**	Academic Advisor **or**		
	Counseling Center	Allman Center, Room 164, MC	7226
want to take a **proficiency test?**	Academic Advisor		
need a **transcript of my grades?**	Records Office	Allman Center, Room 106, MC	7472
need **tutoring?**	Learning Center	Ardmore Hall, Room 143, MC	7365
want to **withdraw from a course or from school?**	Counseling Center **or**	Allman Center, Room 164, MC	7226
	Records Office	Allman Center, Room 106, MC	7472

Financial Questions			
Where do I go if I:			
need **financial aid?**	Student Financial Services	Allman Center, Room 148, MC	7235
need **financial assistance for child care?**	Women's Resource Center	Hauser Hall, Room 206, MC	7280
want to **apply for a scholarship?**	Student Financial Service	Allman Center, Room 148, MC	7235
want to **apply for a tuition refund?**	Records Office	Allman Center, Room 106, MC	7472
need help in getting my **veteran's benefits?**	Student Financial Services	Allman Center, Room 148, MC	7235
have questions about my **tuition refund?**	Cashier's Office	Allman Center, 2nd Floor, MC	7210

Other Student Questions			
Where do I go if I:			
want to get involved in **campus activities** or run for an **SGA office?**	Student Activities Center	Snyder Hall, Room 6002, MC	7326
have a question about **campus security?**	Public Safety	Carolina Annex, MC	7243
need to report a **change of name or address?**	Records Office	Allman Center, Room 106, MC	7472
need help in **choosing a career?**	Counseling Center	Allman Center, Room 164, MC	7226
need **tips on interviewing, finding a job,** and **preparing a resume?**	Employment Assistance Center	Allman Center, Room 150, MC	7206
locked my keys in my car?	Public Safety	Carolina Annex, MC	7243
need special **help due to a disability?**	Testing Center	Allman Center, Room 133, MC	7324
need information about **housing?**	Counseling Center	Allman Center, Room 164, MC	7226
need **first aid?**	Public Safety	Carolina Annex, MC	7243
want to see the **job listings?**	Employment Assistance Center	Allman Center, Room 150, MC	7206
lost or found something on campus?	Information Desk	Allman Center, 1st Floor, MC	7448
	Public Safety	Carolina Annex, MC	7243
	Customer Service Center	South Lobby, WC	761-1002
need **definition of college terminology?**	See College Catalog		
	Admissions Office	Allman Center, Room 123, MC	7253
want to **appeal a Forsyth Tech parking ticket?**	Public Safety	Carolina Annex, MC	7243
want to **pay a Forsyth Tech parking ticket?**	Cashier's Office	Allman Center, 2nd Floor, MC	7210
need help with a **personal problem?**	Counseling Center	Allman Center, Room 164, MC	7226
want to appeal my **residency status?**	Admissions Office	Allman Center, Room 123, MC	7253
need help from an **outside agency?**	Women's Resource Center **or**	Hauser Hall, Room 206, MC	7280
	Counseling Center **or**	Allman Center, Room 164, MC	7226
	Minority Male Mentoring Program	Allman Center, Room 419, MC	7521

MC = Main Campus WC = West Campus Outside callers: Dial 734 plus the extension number. Local area code is 336.

Mission

Forsyth Tech is a comprehensive community college offering lifelong learning and educational opportunities to improve the quality of life within the community and prepare globally competent citizens.

As an open-door college, Forsyth Tech values and respects the diversity and abilities of all learners. The college provides learning opportunities through traditional and alternative methods of delivery in workforce preparedness training, college transfer programs, professional and personal development, and services to business, industry, and community agencies.

Role and Scope

Forsyth Tech is dedicated to providing learning opportunities through associate degree, diploma, and certificate programs, as well as continuing education programs and services.

The role of Forsyth Tech is to provide for its students:

- Effective teaching and learning through a full range of instructional methods, including distance education, and academic support services.
- Adult literacy courses, programs, and services.
- Education and training for employment in vocational and technical fields.
- Professional and personal development through credit and non-credit courses.
- A seamless transition from high school through the community college to four-year institutions.
- Training and re-training in response to the changing needs of business, industry, and the community.

Quality Principles

The college operates with a commitment to two quality principles:

1. Constancy of purpose - fulfilling our mission.
2. Customer service and satisfaction.

Vision

Forsyth Technical Community College will be a premier community college in the Southeast, known for its quality programs and services to business, industry, and individuals. It will be a leader in technological innovations, international education, and lifelong learning.

Campus Phone Extensions

Faculty/Staff Directory
http://www.forsyth.tec.nc.us/inside/staff.html

Outside callers: Dial 734 plus the extension number. Local area code is 336.
Faculty/staff e-mail addresses: First initial then last name @forsyth.cc.nc.us

Ext.	Name	Office
7736	Adams, Debra	WC
7616	Alberty, Susan	155 HAU
7491	Alexander, Pam	MAINT
7224	Allen, Marvin	181 HAU
7369	Allred, Susan	427 ALL
7721	Andrews, Ruby	119 WC
7606	Ashburn, Jill	219 ALL
7403	Askew, Denise	222 ARD
7223	Baggett, Tracy	237 ARD
7271	Baity, Kristie	6104-A SNY
7420	Baker, Susan	223 BGH
7265	Baldwin, Beverly	204 WIN
7206	Barringer, Barbara	153 ALL
7745	Bayse, Audrey	WC
7213	Beaton, Martha	225 ALL
7299	Beaver, Scott	CAR ANX
7772	Bell-Prioleau, Teretha	33 WC
7715	Berra, Ron	104 WC
7212	Bigham, Bill	209 ALL
7423	Black, Ann	256 BGH
7220	Bodsford, Brenda	6102 SNY
7511	Boger, Dale	6135 SNY
7428	Bonds, Phyllis	213 BGH
7225	Bowen, Karen	188 HAU
7344	Brewer, Kitty	405 ALL
7378	Briggs, John	235 ARD
7519	Brimmer, Tanya	210 ALL
7290	Brincefield, Chris	6012 SNY
7217	Brooks, Yvonne	167 ARD
7231	Brown, Ike	314 FOR
7322	Brown, Marshall	MAINT
7453	Brownlee, Fam	308-C ALL
7186	Bullins, Adelia	243 BGH
7342	Burns, Herb	6227 SNY
7303	Bush, Pamalia	HK
7763	Byerly, Cheryl	4 WC
7216	Candelaria, Randy	165 ARD
7303	Cannon, Ethel	HK
7430	Cassell, John	249 BGH
7246	Cates, Steven	207 ALL
7737	Cathey, Jerri	103 WC
7560	Cattle, Dorothy	241 ARD
7354	Chandler, Joe	206 ARD
7226	Chandler, Terri	165-B ALL
7297	Cherry, Jewel	223 ARD
FSL	Christenson, Mary	FSL
7457	Churchill, Jim	6138 SNY

Ext.	Name	Office
7422	Ciesielski, Melanie	206 BGH
7571	Cline, Brenda	224-D HAU
7402	Cline, Jane	234 ARD
MWC	Cline, Janet	MWC
7411	Coe, Kathy	110 BGH
7466	Cofer, Mona	238 ALL
7391	Collins, Barbara	254 ALL
7248	Compton, Paula	107 ALL
7389	Conley, Kevin	252 ARD
7437	Conner-Day, Anne	255 BGH
7471	Cook, Gwen	106 ALL
7520	Covitz, Sharon	420 ALL
7758	Craft, Tara	6 WC
7778	Cranfill, Martha	133 WC
7410	Cranfill, Robin	120-C PKY
7413	Cranford, Vickie	107 BGH
7303	Cremedy, Tina	HK
7648	Crooks, Carol	6143 SNY
7509	Cutler, Daisy	6002 SNY
7256	Dalton, Sandra	123 ALL
7340	Davis, Dwaine	347 ALL
7419	Davis, Polly	203 BGH
7303	Davis, Rick	204 MAINT
7283	Day, Garry	209-A WIN
7300	Delp, Joanne	6008 SNY
7380	DeVane, Gloria	120-G PKY
7505	DeWitt, Linda	224-B HAU
7738	Dickens, Carolyn	132 WC
MWC	Dillard, Betty	101 MWC
7480	Dillard, Rose	100 ARD
7382	Dillon, Sammy	CAR ANX
7171	Dorsett, Sam	208 HAU
7272	Draughn, Regina	140 ALL
7178	Durham, Debbie	218 BGH
7362	Durham, Laura	210 ARD
7384	Dyson, Jodi	145 ALL
7222	Ealey, Kim	242 ALL
7518	Emp Security Rep	150 ALL
7528	Eddy, Roger	308 HAU
7400	Edwards, David	300-A SAL
7244	Edwards, Mike	CAR ANX
7185	Eggert, Lynne	215 BGH
7303	Eldridge, Brenda	HK
7322	Ellender Mike	MAINT
7555	Essick, Phillip	411 ALL
7521	Evans, Tanya	418 ALL
7349	Everhart, Ralph	314 HAU

Ext.	Name	Office
7282	Foltz, Dan	6105 SNY
7454	Fortuna, Jim	308-D ALL
7767	Fraley, Timothy	106 WC
7345	Frazier, Vickie	404 ALL
7176	Freeman, Carol	135 ARD
7418	Freeman, Linda	202 BGH
7513	Fuhler, Lynn	6101 SNY
7324	Fuller, Barbara	133 ALL
7207	Fulp, Paula	428 ALL
7289	Gesler, Darlene	6010 SNY
7198	Geyer, Laura	448-B ALL
7184	Gibson, Chris	215 BGH
7172	Gibson, Jenifer	215 ARD
7740	Glenn, Pam	119 WC
7442	Goforth, Shelton	210 BGH
7543	Gordon, John	6010 SNY
7476	Gordon, Mark	CAR ANX
7408	Gordon, Merrill	262 HAU
7218	Gordon, Tom	133 ARD
7452	Gough, Nathanael	6247 SNY
7228	Grady, Stan	259 HAU
7262	Green, Brenda	106-A ALL
7201	Green, Gary	445 ALL
7303	Greene, Floyd	HK
7536	Gregory, Sherry	6010 SNY
7270	Gregory, Steve	258-A HAU
7771	Griffin, Michelle	111 WC
7291	Griffin, Scott	204-A WIN
7281	Grose, Odell	138 CAR
7421	Guess, Barbara	345 ALL
GSC	Gunnell, Brian	GSC
7252	Gussman, Lynn	6119 SNY
7459	Hage, Elaine	309-E ALL
7396	Haith, Sylvia	6112 SNY
7592	Hall, Annette	225 HAU
7545	Hall, Mike	CAR ANX
7312	Hanes, Ken	317 FOR
7713	Hanna, Cindi	4 WC
7200	Hansen, Susan	429 ALL
7187	Harkness, Don	102 BGH
7166	Harmel, Bonita	253 BGH
7469	Harpe, Michael	119 ALL
7764	Harris, Michael	4-A WC
7559	Hauser, Debbra	216 ALL
7760	Hayes, Roger	4 WC
GSC	Haynes, Billy	GSC
7329	Hedrick, Annette	184 HAU

Ext.	Name	Office
7235	Hedrick, Monica	148 ALL
7732	Hennis, Anne	105 WC
7401	Herring, Susan	221 ARD
7303	Herron, Charyl	HK
7268	Higgins, Roger	206 MAINT
7313	Hill, Darrell	211-C WIN
7435	Hilton, Yolanda	230 BGH
7276	Hodges, Warren	228 ARD
7300	Holcomb, Carolyn	6008 SNY
7182	Holland, Carolyn	253 BGH
7492	Horton, Phyllis	201 BGH
7239	Howell, Ben	160 ALL
7591	Hudgins, Jane	6134 SNY
7733	Huggins, Janice	56 WC
7210	Hutcherson, Maria	260 ALL
7769	Hutchins, Wesley	62 WC
7412	Hutslar, Sally	106 BGH
7712	Ingle, Judy	4-E WC
7431	Jacobson, Sheri	227 BGH
CVC	James, Bruce	CVCC
0	James, Dee	176 ALL
7343	Jarrett, Darlene	150 ALL
7209	Jarvis, Ken	257 ALL
MWC	Jeffries, Cecelia	MWC
7302	Jeske, Mary	204 ALL
7319	Johnson, Gene	115 HAU
7449	Johnson, Rodney	404 ALL
7757	Johnson, Rose	127 WC
7507	Johnson, Trudee	309-A ALL
7258	Jones, Bonnie	122 ALL
7501	Jones, Jerry	258-C HAU
7433	Jones, Patty	319 BGH
7303	Jones, Walter	HK
7351	Kandara, Nick	6209 SNY
7547	Kearns, Gerry	258-B HAU
7390	Keener, Susan	6114 SNY
7450	Keith, Rebecca	224 ALL
7243	Klinsing, Sandy	CAR ANX
7508	Labosky, Ted	124 ARD
7614	Latimer, Kate	281 BGH
7461	Lawing, Barry	340 ALL
7287	Leonard, Tommy	226 MAINT
FSL	Leslie, Robert	FSL
7485	Lester, Joy	120-E PKY
7177	Lewis, Daphne	421-A ALL
7249	Lindsay, Vickie	118 ALL
7598	Lineberry, Forest	260 ALL

Ext.	Name	Office
MWC	Lockhart-Jackson, Robin	MWC
7179	Long, Molly	112 BGH
7436	Lowery, Luther	249 BGH
7491	Lowery, Nicy	MAINT
7189	Magee, Sonya	224 BGH
7278	Marion, Marty	6213 SNY
DC	Marion, Sue	CHA
7332	Marotz, Bill	322 HAU
7294	Marotz, Damien	CAR ANX
7347	Marotz, Gae	6013 SNY
7439	Martin, June	207 BGH
7600	Martin, Sheila	217 MAINT
7406	Matthews, Tony	302-A SAL
MWC	McClinton, Madelyn	101 MWC
7357	McClive, Patty	6102 SNY
7192	McClung, Phil	147 ALL
7173	McGuire, George	205 ARD
7601	McIntosh, Ken	315-A FOR
7242	McLean, Sherraine	159 ALL
7260	McLendon, George	113 ALL
7303	McMoore, Barbara	HK
7277	Mecum, Ann	211-A WIN
7346	Merritt, Joani	238 ARD
7393	Miller, Kevin	CAR ANX
7603	Mitchell, Dawn	220 BGH
7331	Mitchell, George	226 HAU
7426	Mobley, Pat	205 BGH
MWC	Moore, Mary	MWC
7569	Moore, Sharon	222 BGH
7238	Morgan, Marian	146 ALL
7572	Morgan, Tammy	251 ALL
7296	Morris, Matt	308-B ALL
SHC	Morris, Pauline	SHC
7288	Mounce, Dianne	127 ALL
7462	Mutton, Rick	260 BGH
7366	Myrick, Martha	144 ALL
7229	Neas, Jan	112 ARD
7725	Nelson, Jeannie	58 WC
7253	Newsome, Judy	123 ALL
7374	Newsome, Rick	402 ALL
7263	Nichols, Tina	117 ALL
7303	O'Neal, Pamela	HK
7303	O'Neal, Willie Jr.	HK
7303	O'Neal, Willie Sr.	HK
7424	Owens, Florence	209 BGH
7493	Palmer-Maness, Patti	6104-A SNY
7387	Parker, Carol	243 HAU
7570	Pearce, Chris	151 HAU
7409	Pearce, Elsie	242 HAU
7322	Pennell, Steve	MAINT
FSL	Perez, Rafael	FSL
DC	Perry, Nell	CHA

Ext.	Name	Office
7247	Peting, Glen	208 HAU
7406	Petree, Robin	302-A SAL
7236	Phelps, Susan	235 ALL
7464	Pinnix, Allen	346 ALL
7407	Polanis, Marcia	224-C HAU
7303	Powell, Norma	HK
7589	Pratt, Tom	205 MAINT
7523	Pritchard, Bernyce	204 BGH
7337	Queen, Garland	323 HAU
7317	Quesenberry, Scot	207 MAINT
7416	Rajacich, Carolyn	200 BGH
7311	Randall, Bill	243 ARD
GSC	Ray, Deana	101 GSC
7458	Redfield, Kristin	308-E ALL
7275	Reeves, Derrick	106 CAR
7205	Rice, Sabra	238 ALL
7240	Richardson, Colleen	162 ALL
7514	Richardson, Margaret	448-A ALL
7174	Richardson, Maryanna	240 ARD
7404	Richardson, Roger	204-C WIN
7308	Rinehardt, Sybil	120-F PKY
7274	Robbins, Freddie	138-F PKY
7303	Roberson, Delores	HK
7334	Robertson, Randy	410 ALL
7303	Rockson, Annette	HK
7333	Roth, Tom	346 HAU
7195	Roundtree, Fredrick	334 ALL
7203	Rowe, Drew	426 ALL
7441	Rubush, Shannon	258 BGH
7322	Saddler, Greg	MAINT
7167	Safka	148 HAU
7443	Salandy, Andy	344 ALL
7483	Sallee, Athene	120-B PKY
7241	Sandin, Peggy	156 ALL
7214	Savey, Kelli	214 ALL
7286	Sechrest, Joe	410-B PIE
7405	Sequeira, Anna	342 ALL
7233	Sexton, Gloria	206 HAU
7303	Shanks, Lacy	HK
7314	Shepherd, Bruce	111 ALL
7427	Sheppard, Perry	212 BGH
7476	Sheppard, Wendy	CAR ANX
FSL	Sherrill, Sherry	FSL
7388	Shields, Sheila	6121 SNY
7381	Shirk, Bob	105 PKY
7768	Shirk, Louise	63 WC
7183	Shoaf, Don	280 BGH
7494	Shulstad, Reeves	6144 SNY
7535	Shumate, Eddie	303-C SAL
7202	Silverman, Cheri	421 ALL
7303	Simpson, Donna	HK
7330	Sineath, Alice	209 ARD

Ext.	Name	Office
GSC	Sineath, B. J.	103 GSC
7491	Sipes, Scott	205 MAINT
7399	Skinner, Sara	6142 SNY
7251	Slade, John	243 ALL
7751	Small, Voulynne	6 WC
7322	Smart, Robert	MAINT
7170	Smith, Bill	147 HAU
SCY	Smith, Greg	SCY
7527	Smith, Rod	108 CAR
7215	Smith, Shannon	214 ALL
7188	Smith, Teresa	201 BGH
7279	Southern, Tony	123 CAR
7322	Sperber, Frank	MAINT
7280	Spell, Anna	206 HAU
7303	Spillman, Sandra	HK
7219	Springs, Jennifer	104 ARD
7303	Springs, Ruth	HK
7376	Spurgeon, Thelma	204 HAU
7315	Squire, Annette	127 ALL
7567	Stainbrook, Eric	308-A ALL
7303	Stanley, Allene	HK
DSS	Stanley, Shannon	DSS
7304	Stephens, Ed	406 ALL
7534	Stoltz, Herb	303-C SAL
7266	Stone, Chuck	251 ARD
7611	Stovall, Pam	224-A HAU
7316	Strausser, Karen	225 ALL
7254	Suggs, Sandra	121 ALL
7529	Sutphin, Donald	6210 SNY
7208	Swaim, Cathy	147 ARD
7549	Swain, Mike	407 ALL
7306	Swenson, Ed	6140 SNY
7463	Tarr, Jeanette	219 BGH
7516	Tatum, Bettie	219 MAINT
7753	Tennis, Heidi	38-A WC
7429	Thomas, Marie	232 BGH
7245	Tilley, John	CAR ANX
7285	Tinnes, Tom	126 CAR
7440	Turner, Douglas	250 BGH
7484	Tuttle, Jackie	120-D PKY
7358	Tuttle, Jeff	233 ARD
7368	Tyndall, Ann	449 ALL
7759	Valenti, Ronnie	6 WC
7307	VanderKlok, Becki	448-C ALL
7776	Vargas, Nancy	110 WC
7373	Vernon, Carole	205 ALL
7326	Waddell, Eddie	6003 SNY
7540	Wadsley, Sheila	218 ALL
MWC	Walter, Gwen	MWC
7728	Watson, Debra	56 WC
MWC	Watts, Ann	MWC
7234	Weaver, Cindy	163 ALL

Ext.	Name	Office
7264	Webb, Linda	6008 SNY
7250	Webb, Minnie	106 ALL
7305	Weddle, Sherri	6102 SNY
MWC	Wenner, Ellen	MWC
7175	Wesolick, Duane	239 ARD
7747	Westerman, Gloria	6 WC
7448	Whisenhunt, Rhonda	176 ALL
7438	White, Linda	251 BGH
7199	White, Mardi	152 HAU
7259	Wilder, Bill	305-A SAL
7504	Wiles, Jerri	244 HAU
7322	Wilkins, Dwayne	MAINT
7398	Williams, Ann	6132 SNY
7735	Williams, Frances	104 WC
7303	Williams, Leola	HK
7455	Williams, Michelle	309-B ALL
7727	Williams, Tracey	56 WC
7417	Wimbish, Janice	217 BGH
7255	Wood, Lorraine	120 ALL
0	Wood, Nelda	176 ALL
7393	Wooten, Robin	CAR ANX
7434	Worley, Ernestine	231 BGH
7323	Wright, Angie	6111 SNY
7365	Wyatt, Kim	148 ARD
MWC	Young, Phygenia	126 MWC
7180	Yurko, Linda	253 BGH
7425	Zink, Amy	259 BGH

7325 CAMPUS EMERGENCY

OFFICE LOCATION KEY - See page 29 for maps.

CHA . . 4th Street Center, Chamber Building . . . (336) 631-1320
CVC . . . Catawba Valley Community College . . . . . (828) 327-7000
DSS . . Department of Social Services . . . . . (336) 727-2175
FSL . . . 5th Street Center, Forsyth County Public Library . . . . . (336) 631-1325
GSC . . . Grady P. Swisher Center . . . . . (336) 993-6780
MC . . . . Main Campus . . . . . (336) 723-0371*
MWC . . Mazie S. Woodruff Center . . . . . (336) 744-5159
SCY . . . Stokes County Office . . . . . (336) 591-3464
SHC . . . Southside Hispanic Center . . . . . (336) 631-8878
WC . . . West Campus . . . . . (336) 734-7718

*** The following are Main Campus locations:**

ALL . . . . . Allman Center
ARD . . . . . Ardmore Hall
BGH . . . . . Bob Greene Hall
CAR . . . . . Carolina Building
CAR ANX . . . Carolina Annex
FOR . . . . . Forsyth Building
HAU . . . . . Hauser Hall
HK . . . . . Housekeeping
MAINT . . . . Maintenance Building
PIE . . . . . Piedmont Building
PKY . . . . . Parkway Building
SAL . . . . . Salem Building
SNY . . . . . Snyder Hall
WIN . . . . . Winston Building

Admissions

Transfer Credit

Applicants who have attended other post-secondary institutions may transfer credits in courses comparable in content, objective, quality, and credit hours to those offered at Forsyth Tech. When granting a transfer credit is in question, the student may be asked for supporting documentation such as a course description or course syllabus.

For accepted students, Forsyth Tech evaluates transfer credit for equivalent courses with the grade of C or better from member institutions of the North Carolina Community College System and other post-secondary institutions accredited by a regional accrediting association. Courses taken on a pass/fail basis will be considered only after receiving (in writing) the requirements necessary to receive a passing grade. The college transfer technician, the associate dean of enrollment management and the appropriate dean in consultation with the appropriate department chair will make the final decision on the transfer of credit for questionable courses. A written evaluation will be sent to the student.

Credits transferred from other schools will be reflected on students' transcripts as hours earned and will not be used in the computation of grade point averages. A grade of TR will be given to show that the course was transferred from another college.

Many courses with technical or skill content have time limitations on the acceptance of transfer credit. This includes credits earned at Forsyth Tech, as well as at other institutions. Generally, courses in this classification taken more than five years before entry into Forsyth Tech cannot be considered for transfer purposes. The department chair responsible for the program of study determines the specific time limitations. Inquiries concerning transfer credits granted must be made to the college transfer technician in the Admissions Office during the student's first semester of enrollment. If a student is dissatisfied with the transfer credit granted, he/she should send a written request for re-evaluation to the associate dean of enrollment management. After consulting with the division dean, the associate dean of enrollment management will notify the student of the final decision on transfer credit to be granted.

Academics

Academic Advising

Forsyth Tech has an advisor/advisee program that is designed to provide a more personal atmosphere for the student and to increase communication between students and faculty. Each student is assigned an academic advisor who provides information related to program content, course content and prerequisite requirements, graduation requirements, and general information. Academic advisors assist in course planning and scheduling and also make referrals for personal counseling, financial aid counseling, or academic tutoring.

All students are required to meet with an academic advisor prior to registration or during the registration period. The purpose of this meeting is to ensure that course selection is appropriate for the student's educational goals and skill levels. Registration cards are to be signed by the student's academic advisor.

Registration

Forsyth Tech operates on the semester system. Fall and spring semesters are 16 weeks, and the summer term is 10 weeks. Some courses are offered on an eight-week or other alternative schedule during fall, spring, and summer terms. In addition, upcoming registration and prepayment dates for currently enrolled students are posted during the latter part of each semester.

On registration days, as published in the class schedule, all approved students may see their academic advisor and register for classes for that semester. Academic advisors are on campus to assist students with the registration process, and the Cashier's Office is open to accept tuition and fees. Students may register for, or drop courses, on these days.

Grade Reports and Transcripts

Students' grade reports are mailed after the end of each semester. The report includes the semester hour credits and the grade point average (GPA) earned, and the cumulative GPA for the semester.

Transcripts, reflecting students' complete academic record at Forsyth Tech, are maintained in the Records Office. Students may come to the office and complete a *transcript release form*, or they may write a letter stating the name or names under which they attended the college, their social security number, the years they attended, and where the transcript should be sent. Official transcripts are sent directly to employers, educational institutions, etc. Transcripts issued to students are unofficial and indicate that they were issued to the student. While an official transcript in a sealed envelope may be issued to students, the transcript will note this procedure, and any receiving party will determine its acceptance as official. Students must pay a charge of $2 for each transcript.

Transcripts from other schools and other documents or forms that Forsyth Tech has on file are not released, copied, or returned to the student.

A student's record may be sealed from the student's review and closed for purposes of re-admission and grade posting due to financial debt to the college or litigation involving the student and the college. Inquiries regarding sealed records should be directed to the Records Office. Transcripts will not be issued as long as the file remains sealed.

Graduation Requirements

To be eligible for graduation, students must complete all the courses and credit hours required in programs of study with a cumulative grade point average (GPA) of 2.0. In addition, students must have received a passing grade in courses in their curriculum.

A candidate for an associate's degree must complete at least 20 semester hours of credit at Forsyth Tech, with a minimum of 10 semester hours of credit in their major area. A candidate for a diploma must complete at least 10 semester hours of credit at Forsyth Tech, with a minimum of 8 semester hours of credit in their major area. Candidates for a certificate of completion must complete a minimum of 25 percent of their required course work at Forsyth Tech. These requirements may not be met by proficiency examination.

Course requirements vary according to curriculum. Students should refer to the course requirements for their curriculum to determine if all requirements have been met, and should routinely meet with their academic advisor to assure their progress toward graduation.

Every academic year each curriculum publicizes a program of study for students admitted in that specific year. Students will graduate under the course requirements that are applicable at the time they enroll in a curriculum, if they remain continuously enrolled until graduation and complete all requirements within three years of initial enrollment. A student who applies for re-admission after two or more semesters is accepted under the program of study in effect at the time of re-admission, not under the program of study in effect at the time of the original admission. Students who change their curriculum are also admitted to the new curriculum under the current year's program of study.

In order to have complete information recorded on their transcripts, students should apply for their degree, diploma, or certificate at the time of their last semester registration. *Intent to graduate forms* are available in the Student Data and Support Service Office, Room 114 (1st Floor), Allman Center, Main Campus or the Cashier's Office (2nd Floor), Allman Center, Main Campus. There is a $10 non-refundable graduation fee that must be paid at the time the form is filed.

Student Withdrawals

Students considering withdrawing from a class or from school are encouraged to contact their instructor(s) to discuss the decision to withdraw. A *drop form* may be obtained in the Records Office. When the student initiates a withdrawal or drop, the date the student completes the *drop form* is considered the official withdrawal date. When the instructor initiates a drop, the date the instructor records on the *drop form* is the official withdrawal date. When students fail to notify the Records Office, they may receive a failing grade.

Withdrawal from a Class - Students are responsible for completing a *drop form* and notifying their instructor(s), academic advisor, Records Office, or Counseling Center of the decision to withdraw.

Total Withdrawal from School - Students who must withdraw from school before graduation, either permanently or temporarily, should withdraw officially. Students are responsible for completing a *drop form* and for notifying their instructors, academic advisors, Records Office, or Counseling Center of the decision to withdraw.

Students planning to discontinue enrollment at the end of a semester should fill out an *end of semester withdrawal form* available in the Counseling Center. This information is necessary to ensure that students' status at the time of withdrawal is clearly identified in order to expedite re-entry, to expedite transfer of credit to another institution, or to provide potential employers with accurate education information. Veterans and financial aid recipients must notify Student Financial Services.

JULY 2001

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2 Block	3 Block	4 Independence Day Holiday (College Closed)	5 Telephone Registration Begins at 6:00 am	6 Telephone Registration	7 Telephone Registration
8 Telephone Registration	9 Walk-in Registration 8:30 am - 7:00 pm Telephone Registration SGA Meeting	10 Walk-in Registration 8:30 am - 7:00 pm Telephone Registration	11 Walk-in Registration 8:30 am - 7:00 pm Telephone Registration	12 Walk-in Registration 8:30 am - 7:00 pm Telephone Registration	13 Walk-in Registration 8:30 am - 1:00 pm Telephone Registration	14 Telephone Registration
15 Telephone Registration	16 Telephone Registration	17 Telephone Registration	18 Telephone Registration	19 Telephone Registration	20 Telephone Registration	21 Telephone Registration
22 Telephone Registration	23 Telephone Registration SGA Meeting	24 Telephone Registration	25 Last Day of Summer Term Classes Telephone Registration	26 Telephone Registration Ends at 6:00 pm Faculty Work Day (No Classes)	27 Graduation Calvary Baptist Church Winston-Salem Faculty Work Day (No Classes)	28
29	30 Purge all nonpayers Annual Leave Period Faculty Work Day (No Classes)	31 Annual Leave Period Faculty Work Day (No Classes)				

THINGS TO DO:

(Academics continued.)

Family Educational Rights and Privacy Act of 1974

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides many safeguards regarding the confidentiality of, and access to, student records.

1. Students may review their educational records by making a written request to the coordinator of records.

2. Student records will not be reviewed by third parties unless permission is obtained in writing from the student. Exceptions may be made for instructors and administrators if the information is for educational purposes. Exceptions may also be made for parents who claim the student as a dependent and for credentialing, auditing, or accrediting organizations. The vice president of institutional planning and support services will make the final decision concerning access to records.

3. Transcripts will be issued only when a written request is received from the student. Transcripts from high schools or other colleges will not be released.

4. Forsyth Tech does not publish or distribute student information or any personally identifiable information.

5. Forsyth Tech publishes the names of graduates in the graduation program and in local news media. Names of students attaining academic honors each semester are also published. Students who do not wish their names published for graduation or academic honors must notify, in writing, the director of student data support services of their desire not to have their names published.

6. Authorities with court orders are permitted to review records in the presence of Student Development Services' administrative staff.

Course Repeat Rule

Students may not repeat a course either for credit or audit more than twice. The last grade earned on a repeat course will be the grade computed for grade point average (GPA). Grades of withdrawal (W), withdrawal passing (WP), withdrawal failing (WF), or audit will be considered as a repeat grade.

If students withdraw from or fail any course in their curriculum, they must repeat the course; otherwise, they cannot receive a degree, diploma, or certificate. Students are responsible for scheduling make-up courses required for graduation. Students may repeat a course at another college to meet graduation requirements; however, the repeated course will not affect the GPA at Forsyth Tech. Students who fail one of the courses in the major subject area may be referred to the Counseling Center. The appropriate dean will make the final decision on students' permission to repeat a class after two attempts.

Grading System

The grading system found listed below is used for all curriculum classes by Forsyth Tech. Exceptions must be approved by the appropriate deans and students must be informed in writing in the course syllabus.

Number Grade	Letter Equivalent	Description	Quality Points per Grade Hr.
94-100	A	Excellent	4
86-93	B	Good	3
78-85	C	Fair	2
70-77	D	Passing	1
Below 70	F	Failing	0

Withdrawal ..... W
Withdrawal Passing ..... WP
Withdrawal Failing ..... WF
Incomplete I
Audit ..... Y
Course Transferred ..... TR
Credit Granted or
Passed Proficiency ..... CR

Grades A, B, C, D, F and WF* compute in grade point average (GPA).

** "WF" is computed as an "F" in the grade point average.*

Grades W, WP, I, Y, TR, and CR do not compute in GPAs.

W - A withdrawal is the grade given to students who officially withdraw from a course through the 14th week of fall and spring semesters, the 8th week of summer term, or the 75 percent point of a class when the class does not follow the regular semester calendar.

WP/WF - A withdrawal passing/withdrawal failing is the grade given to students who officially withdraw from a class at any time after the 14th week of fall and spring semesters, the 8th week of summer term, or the 75 percent point of a class that does not follow the regular semester calendar.

Students must have permission of the instructor to withdraw with a grade of WP or WF. The grade of WF computes as a grade of F.

I - The grade of incomplete is given only if students have valid reasons for failure to complete the work on schedule. Illness, absence on company business, or circumstances beyond students' control are considered valid reasons for a grade of incomplete. Students must have advised the instructor of the circumstance before the end of the semester to be granted an incomplete. The instructor must have specified the work to be made up in order to remove the incomplete, and a date within the following semester by which the work must be completed. If the conditions necessary to remove the incomplete will require additional hours of instruction, students must register for the course again. If students need only to complete work without instructional supervision, this work must be completed no later than the end of the following semester.

Students who receive a grade of incomplete on a course that is a prerequisite for a higher level course must make up the incomplete work by the end of the drop/add period in order to be allowed to register for the higher level course.

If the grade of incomplete is not removed by the end of the semester immediately following the semester it was given, it will remain permanently recorded.

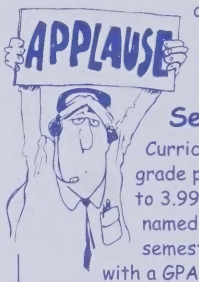
Y - Students auditing courses are not required to take examinations or submit written work but may do so if they wish. No grade or credit toward a degree or diploma is given. An audit may not be changed to credit, or credit changed to audit after the 10 percent point of the semester or the 10 percent point of the class when the class does not begin within the first five days of the semester. Normal attendance policies will apply. Audit students are expected to do assigned reading and participate in classroom activities. Students withdrawing during the semester will be given the grade of W. The *audit request form* is available in the Records Office or from the appropriate division dean. It must be submitted to the Records Office for processing by the 10 percent point of the class.

Grade Point Average (GPA)

Academic progress at Forsyth Tech is based on a 4.0 cumulative grade point average (GPA) system. A final GPA of 2.0, or a C, is required for graduation from all programs of study. Students accumulate grade points based on grades earned per semester. The GPA is determined by dividing grade points earned in courses by the number of semester credit hours attempted.

Graduation Honors and Awards

Graduates in curricula leading to a degree or diploma qualify for academic recognition at graduation. Students earning a cumulative GPA of 3.50 to 4.00 will be granted a degree or diploma with high honors. Students earning a cumulative GPA of 3.00 to 3.499 will be granted a degree or diploma with honors.



Semester Honors

Curriculum students who earn a grade point average (GPA) of 3.50 to 3.999 for the semester are named to the Dean's List for the semester. Curriculum students with a GPA of 4.0 are named to the President's List for the semester. To be eligible for these honors, students:

1. Must be approved and enrolled in a curriculum. (This excludes students in developmental education, general technology core curriculum, special credit, and certificate programs.)

2. Must earn their GPA on a minimum of 9 credit hours of curriculum courses.

3. Must have completed all course work for the semester. Students with grades of incomplete (I) will not be eligible.

Attendance

Forsyth Tech regards class lectures, demonstrations, and other in-class experiences as vital ingredients of the educational process. For this reason, students are expected to attend and arrive on time to all class, laboratory, shop, practicum, and clinical experience sessions. Students are responsible for accounting to their instructors for any absence and should report to their instructors following any absence to determine if and when work may be made up. Habitual tardiness may, at the discretion of the instructor, be considered in computing attendance.

Students must satisfy the instructor that they should be permitted to remain in a course and attend classes after incurring absences in excess of the following:

1. five hours of class,

2. three practicum (shop, laboratory, or clinical experience) sessions which meet for two or more hours, or

3. three hours of class and one practicum (shop, laboratory, or clinical experience) session which meets for two or more hours.

AUGUST 2001

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Bookstore Hours August 1 - 2, 6 - 9, 16 8:00 am - 4:00 pm August 3, 10, 17, 24 8:00 am - 3:00 pm August 13 - 15, 20 - 23 8:00 am - 7:00 pm August 18 9:00 am - 1:00 pm			1 Walk-in Registration 8:30 am - 7:00 pm Annual Leave Period Faculty Work Day (No Classes)	2 Walk-in Registration 8:30 am - 7:00 pm Annual Leave Period Faculty Work Day (No Classes)	3 Walk-in Registration 8:30 am - 1:00 pm Annual Leave Period Faculty Work Day (No Classes)	4
5	6 Walk-in Registration 8:30 am - 7:00 pm Purge all nonpayers Annual Leave Period Faculty Work Day (No Classes)	7 Walk-in Registration 8:30 am - 7:00 pm Annual Leave Period Faculty Work Day (No Classes)	8 Walk-in Registration 8:30 am - 7:00 pm Annual Leave Period Faculty Work Day (No Classes)	9 Walk-in Registration 8:30 am - 7:00 pm Annual Leave Period Faculty Work Day (No Classes)	10 Walk-in Registration 8:30 am - 1:00 pm Financial Aid Payment 8:30 am - 1:00 pm Annual Leave Period Faculty Work Day (No Classes)	11 Walk-in Registration 8:30 am - 1:00 pm Allman Center only
12	13 Purge all nonpayers Faculty Work Day (No Classes) Financial Aid Payment 8:30 am - 7:00 pm	14 Walk-in Registration 8:30 am - 7:00 pm Purge all nonpayers Faculty Work Day (No Classes)	15 Walk-in Registration 8:30 am - 7:00 pm Purge all nonpayers Faculty Work Day (No Classes)	16 Faculty/Staff Orientation Faculty Work Day (No Classes)	17 Faculty Work Day (No Classes)	18 Walk-in Registration 8:30 am - 1:00 pm Allman Center only Purge all nonpayers
19	20 First Day of Fall Semester Classes Drop/Add 8:30 am - 7:00 pm	21 Last Day to Add Classes Drop/Add 8:30 am - 7:00 pm	22	23	24	25
26	27 SGA Meeting	28	29	30	31	

THINGS TO DO:

(Academics continued.)

When students are absent from a class and a practicum (shop, laboratory, clinical experience) session which meet consecutively, each session missed will be counted as an absence.

Special attendance rules, different from those listed above, must be noted in the instructor's attendance policy included on the course syllabus. Students with questions or concerns should consult with their instructor.

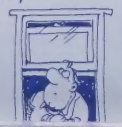
School Closing Due to Inclement Weather

The decision to cancel all or any portion of college classes during inclement weather is the responsibility of the president or a designated representative.

The guidelines listed below will be followed when classes are canceled due to inclement weather. Students may call the school or listen to radio and television. When there is no announcement, there will be school.

1. When the decision is made to cancel day classes, it will be announced through the news media prior to 6:15 am. The decision to cancel day classes will be on a day-by-day basis and will apply to all day classes offered by the college regardless of location.
2. A decision to cancel evening classes may be made at the same time as the cancellation of day classes OR at any time prior to 5 pm of that day. This decision will apply to all evening classes regardless of location.
3. Early dismissal of day or evening classes because of inclement weather is the responsibility of the president or designated representative. All classes and offices will be notified when this decision is made.
4. When inclement weather develops, students should NOT call the administrative staff or radio and television stations. This only delays communications and creates extra telephone problems. A message regarding closing for both faculty and students will be on the Forsyth Tech telephone message system by 6:30 am.
5. When a class is missed due to inclement weather or other reasons approved by the appropriate dean, the instructor must assign an alternate instructional activity which may include extra class sessions, extended class sessions, or other options.

Please listen for announcements on the local radio and TV stations.



Academic Appeal Concerning a Grade

Any appeal of a course grade should begin with:

1. A scheduled conference between student and instructor.

If the appeal is not resolved at this level, the student should:

2. Arrange a conference with the appropriate department chairperson.

If the appeal is not resolved by the department chairperson, the student may:

3. Appeal to the appropriate division dean.
4. The student has the responsibility to provide the dean with a written letter of appeal by the first class day of the new semester in order for the appeal to be considered.
5. After conferring with the student, the dean will convene a division academic appeals committee. This committee will hear the appeal and make the final decision. The dean will notify the student and the instructor in writing.

Questions concerning the appeal process should be directed to the instructor, the department chairperson, or the dean.

The student's letter of appeal should include:

1. Date, student's name, signature, address, and telephone number.
2. Prefix and number of course for grade being appealed.
3. Name of instructor issuing the grade.
4. Brief explanation of why the student feels the grade is incorrect and what the student feels the grade should be.
5. Any supporting documentation the student feels is needed to explain more fully the student's position on the grade.

The appeal letter and any supporting documentation will be duplicated for the committee to review.

Academic Standing/Probation

To be in good academic standing students must have earned a cumulative grade point average (GPA) of 2.0 in courses required in their program of study by the end of their first semester at Forsyth Tech. A cumulative GPA of 2.0 within their program of study must be maintained thereafter to remain in good standing.

Students who do not maintain the required 2.0 cumulative GPA in courses required in their program of study will be placed on academic probation for the following semester. Committees may reduce the number of credit hours students will be allowed to carry, require students to repeat courses in which a low grade was earned, or elect to remove students from curricula. Health students who do not earn the required GPA in the next semester will have their academic records reviewed by the health division academic review committee which meets at the end of each semester.

Students will be notified in writing of the committees' decisions, and copies of the notice will be sent to the Records Office, the division dean, and the students' academic advisors. Students will be removed from probation automatically when the cumulative GPA within their major reaches 2.0. All students enrolled at Forsyth Tech are expected to be fully aware of their academic status at all times and to be responsible for fulfilling the requirements necessary to remain in good academic standing.

Instructors, academic advisors, and counselors are available for assistance, but it is the responsibility of the students to seek help.

Appeal to Academic Review Committees

Students may appeal the decision of division academic review committees by:

1. Submitting a written request to the appropriate division dean within 24 hours after formal notification of the committee's decision.
2. The dean will convene the division academic appeals committee.
3. The division academic appeals committee will make the final decision on the matter.
4. The dean will send written notification to the student, the department chairperson, and the student's academic advisor.

Transfer to Senior Colleges and Universities

The associate in arts (A.A.) or associate in science (A.S.) degrees are approved for transfer through the North Carolina Comprehensive Articulation Agreement.

The college transfer curriculum is designed to provide a quality educational experience equivalent to the first two years of a four-year college curriculum. Students who have earned the degree of A.A. or A.S. can transfer to most public and private senior institutions with full junior-year standing. A minimum grade point average (GPA) of 2.0 is required for acceptable transfer credit. For additional information visit the University of North Carolina system web site: **www.ga.unc.edu/student_info/caa**.

The college transfer curriculum enables students to prepare for virtually any area of major interest and requires a minimum of four semesters. Courses are offered in mathematics; composition and literature; humanities; physical education; and the social, physical, and life sciences. Counselors and academic advisors are available to assist students in planning acceptable programs for transfer to desired colleges or universities. The Career Guidance Center maintains copies of all college transfer agreements for student review.

Technical-level credit earned in the associate in applied science (A.A.S.) degree programs at Forsyth Tech may be transferred to similar programs at other institutions. Acceptability of all technical transfer credit is determined by the institution to which students wish to transfer. Diploma credit usually does not transfer to senior institutions.

There are several two-plus-two A.A.S. agreements with local colleges and universities. Students should inquire in the Career Guidance Center for information regarding these opportunities for transfer of credit to four-year institutions.

The Career Guidance Center maintains a list of senior colleges and universities which currently accept some or all of the credit earned in the curricula at Forsyth Tech. However, it is the student's responsibility to contact the Admissions Office at the receiving institution for transfer information.

SEPTEMBER 2001

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3 Labor Day Holiday (College Closed)	4	5	6	7	8
9	10 SGA Meeting	11	12	13	14	15
16	17	18 Rosh Hashanah Begins at Sundown on the 17th	19	20	21	22
23 30	24 SGA Meeting	25	26	27 Yom Kippur Begins at Sundown on the 26th	28	29

THINGS TO DO:

Tuition, Fees, and Parking

Tuition and Fees for Senior Citizens

North Carolina residents 65 and older are exempt from paying tuition, except for self-supporting Corporate & Continuing Education courses. However, senior citizens are responsible for paying any additional fees and expenses for curriculum courses.

Student Fees

Student Activity Fee

All curriculum students are charged $9 per semester/term for a student activity fee. When students pay this fee, they automatically become members of Forsyth Tech's Student Government Association. Though called an "activity fee," these funds are used to support student clubs and social activities, student publications, athletic teams, and student government expenses. For a more detailed list of the expenses covered by these fees, see the Student Life section of this catalog.

Lab Fees

Some selected courses charge a lab fee for supplies, software, and equipment usage. These fees range from $12 to $65.

Books and Supplies

The cost for textbooks and supplies is the responsibility of the student, and these items may be purchased at the Forsyth Tech Bookstore, Lower Level, Snyder Hall, Main Campus. The cost of books and supplies varies from curriculum to curriculum each semester. Students may wish to attend the first class before purchasing texts and materials. To purchase books online: **www.ftcc.bkstr.com**.

Uniforms

The cost for uniforms and other special apparel is the responsibility of the student, and the initial cost of these items varies for each health curriculum. Students should ask their department chairperson for details on these costs.

Other Fees

No laboratory breakage or property damage fees will be charged to students. However, in case of breakage or damage due to gross negligence or maliciousness, a student will be expected to reimburse the college.

Graduation Fee

Graduating students pay a $10 fee for each degree, diploma, and/or certificate. A $10 non-refundable fee will also be charged to adult high school graduates.

Transcript Fee

A $2 fee is charged for each transcript copy requested, whether an official or unofficial version.

Proficiency Exam Fee

A student may take a proficiency exam for a given course only once in a 12-month period.
A request for *proficiency exam form* (located in the dean's office(s) must be completed, and a $10 non-refundable fee is charged for each proficiency exam.

Parking

Visitors are welcome on the campus of Forsyth Tech. Campus signs will indicate designated visitor parking areas. Any visitor receiving a ticket while parked in a designated visitor parking area should return it to the person or office visited. Otherwise, parking fines should be paid at the Cashier's Office (2nd Floor), Allman Center, Main Campus.

Students planning to park on campus are required to purchase a $10 parking permit/decal at the time of registration. This fee is not refundable. Parking permits are valid from September 1 to August 31 the following year.

Refund Guidelines

Curriculum tuition and supply fees can be considered for a refund. Students must complete a request for *tuition refund form* in the Records Office when they drop class(es) and/or if class(es) are cancelled.

Tuition and fee refunds for curriculum classes are subject to the following requirements:

- A 100 percent refund may be made upon request from students if students officially withdraw prior to the first day of classes of the semester as noted in the academic calendar. If Forsyth Tech cancels a course, the portion of tuition that paid for the cancelled course will be refunded in full.
- A 75 percent refund may be made upon request from students if students officially withdraw from the class(es) prior to, or on, the official 10 percent point of the semester.
- Student activity fees will be refunded only when classes are cancelled and students are not registered in any other class.
- Students passing proficiency examinations for courses they have registered and paid for are not eligible for tuition refunds.
- Refunds of $5 or less will not be made except for classes cancelled by Forsyth Tech.
- Tuition refunds are not transferable to other individuals.
- Late tuition refund requests will not be considered.
- Tuition cannot be held from one semester to a future semester.

Student Financial Services

General Information

The purpose of financial aid is to provide monetary assistance to eligible students who may otherwise be unable to continue their education. The college will make every effort within available financial aid resources to assure that qualified students will not be denied the opportunity to attend college because of a lack of adequate funds to help meet educational expenses. Although students and students' parents are primarily responsible for financing a college education, financial assistance may be available to students in the form of federal and state grants, scholarships, work study programs, and loans. Students who realize they will not be able to meet college expenses must take the early initiative in seeking information regarding financial assistance.

Students may apply for financial aid annually by completing the Free Application for Federal Student Aid (FAFSA), which is available after January 1 of each year for the following academic year. Information and applications may be obtained from Student Financial Services. About four weeks after submitting the application, students will receive a Student Aid Report (SAR) from the federal processor. On the application, students must list Forsyth Tech as the institution they plan to attend so the college will also receive a copy of the results. At that time, the office will inform students of any required documentation to complete students' financial aid files.

It is recommended that applications for student aid at Forsyth Tech be submitted no later than June 1 preceding the academic year for which aid is requested. Applications submitted after June 1 will be processed; however, funding for many programs is limited. Late applicants may find most funds already obligated.

Financial aid will not be awarded to any student until all admissions requirements are met for approval in an eligible program.

Most one- and two-year programs of study offered at the college are eligible for financial aid. Students enrolled in some certificate programs, the developmental education program, or as special credit students are not eligible for financial assistance through Student Financial Services. Students are advised to contact Student Financial Services if they are unsure as to whether their program of study is an eligible program for financial assistance.

OCTOBER 2001

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8 Fall Break Columbus Day Faculty Work Day (No Classes)	9 Fall Break Faculty Work Day (No Classes)	10	11	12 Fall Festival	13
14	15	16 National Boss Day	17 Last Day to Drop Without Penalty	18	19	20
21	22 SGA Meeting	23	24 United Nations Day	25	26	27
28 Daylight Saving Time Ends	29	30	31 Halloween			

THINGS TO DO:

Student Services and Support Programs

Counseling Center/ Career Guidance Center

The Counseling Center maintains a staff of professional counselors who are available both days and evenings to assist students with educational, vocational, financial, social, or personal problems from the time they enter school until they leave. Assistance is provided to facilitate wise choices, decisions, and adjustments associated with being a student.

Counselors also serve as consultants to faculty and staff in helping to meet the educational needs of students. Sometimes an instructor may refer a student who is experiencing difficulties to the Counseling Center or may request that a counselor contact the student for an appointment. Students may be referred to appropriate community agencies or resource persons when it is apparent that they might benefit from additional assessment or therapy.

The counseling staff adheres to the ethical standards of the American Counseling Association and the National Board for Certified Counselors. All discussions and consultations are confidential; however, exceptions may be made when students present a danger to themselves or others, or if students disclose that they are involved in an illegal activity.

Services for Students with Disabilities

Forsyth Technical Community College is invested in full compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA). The Special Services Office at the college ensures that the programs and facilities of the college are accessible to all students. The college focuses on the student as an individual and works toward equal opportunity, full integration into the campus environment, physical accessibility, and the provision of reasonable accommodations, auxiliary aids, and services to students.

If you are a student with a disability and require the services of interpreters, readers, note takers, or need other reasonable accommodations, you have the responsibility to request these services from the Special Services Office since federal law prohibits the college from making pre-admission inquiries about disabilities. This office is located in the Testing Center (1st Floor), Allman Center, Main Campus. In order to assess each disabled student's needs and to provide the necessary support services, professional documentation of a disability or disabilities must be furnished to the Special Services Office. Documentation must be current. Information provided by a student is voluntary, and appropriate confidentiality is maintained.

Students who need assistance for academic services should call the director of testing/special services/ADA at (336) 734-7248. Services are designed and developed on an individual-needs basis, and students may elect to use any or all of the services appropriate to their needs at no charge. An appointment with the director of testing/special services/ADA is recommended in order to discuss any special concerns.

Also, the college has a telecommunications device for the deaf (TDD/TTY) located in the Counseling Center. The number is (336) 723-3411.

Employment Assistance Center

The Employment Assistance Center (EAC) offers employment services to current students and graduates of Forsyth Tech. Students and graduates who register with the EAC have access to over 1,000 job listings received from area employers each year. In addition, a representative from the Employment Security Commission (ESC) is available in the EAC to work exclusively with Forsyth Tech students and graduates. Students who register with the on-campus ESC representative have access to local, state, regional, and national job opening information.

The Employment Assistance Center also provides the following services to current students and graduates: individual career counseling, help in writing resumes and cover letters, interview preparation, and handouts and resource materials on job search skills and job market information.

Women's Resource Center

Mission

The mission of the Women's Resource Center (WRC) is to promote the educational, personal, and professional development of women.

Vision

The WRC's vision is to become a catalyst for students to develop their individual strengths to achieve positive outcomes in their educational and professional opportunities at Forsyth Technical Community College.

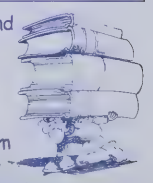
About the Center

Although our focus is female students, the Women's Resource Center (WRC) is open to all enrolled students of Forsyth Tech, as well as faculty and staff. The WRC addresses many issues including creative childcare, financial management, health education, legal matters, and professional and personal development. Networking and collaborating are the guiding principles for the services of the WRC. Their lounge, library resource area, administrative staff, and support team provide a welcome and supportive environment for Forsyth Tech's diverse student population. Programs and assistance that are offered through the center include:

- **Child Care Program** - This state-funded program assists single parents and displaced homemakers with child care, allowing eligible students the flexibility to plan and complete a training program in order to become economically self-sufficient. Curriculum students are eligible to apply for this program.
- **Counseling and Referrals** - The director of the Women's Resource Center (WRC) is available to provide counseling and referrals based on each individual's situation. All information gathered during counseling or referrals remains confidential. One of the most critical objectives of the WRC's counseling and referral service is to match the individual with the appropriate agency or organization that will suit his or her need. Some organizations that have collaborated with the Women's Resource Center to provide counseling or other services:
  - Battered Women's Services
  - BB&T (Branch Banking and Trust)
  - Centerpoint Human Services
  - Department of Public Health
  - Department of Social Services (DSS)
  - Experiment in Self-Reliance (ESR)
  - Family Services, Inc.
  - Forsyth Technical Community College Counseling Center
  - Job Link
  - North Carolina Council for Women
  - Social Security Administration (SSA)
  - Winston-Salem/Forsyth County Council on the Status of Women
  - Winston-Salem Housing Authority (HAWS)
  - Winston-Salem Urban League
- **Library** - The WRC houses a substantial collection of over 400 donated books, tapes, and magazines for student and staff use. The lounge area is also available for students to study, receive tutoring, or just relax. The area may also be utilized for small group meetings. A computer with internet access is also available for students needing to complete assignments or do research. Materials in the library may be checked out.
- **Support Groups** - Groups have been developed to assist students of Forsyth Tech in coping with various life issues. Support group sessions may include discussion, speakers, presentations, or individual counseling. Two active support groups are the "Single Parent/ Homemaker Peer Support Group" and the "He Said, She Said Gender Dialogue Group." Other groups will be formed as needed.
- **Workshops & Displays** - Workshops are scheduled by the WRC on a variety of subjects during each semester. Information presented provides guidance for handling issues and challenges that students are facing in the work, home, and school environments. Open forums are also conducted to allow students to ask questions and voice their opinions. Displays are set up to inform and educate students, faculty, and staff of Forsyth Tech.

Library

The library's collection includes more than 39,000 books and audio-visual software. Most materials may be checked out for two weeks. Although no fines are charged, students are responsible for replacing books that are lost or damaged. Until replacement is made, library privileges will be revoked, the student will not be permitted to register, and the student's record will be sealed. Members of the library staff are always available to help students locate and use the library resources. Internet access and NCLive are available to library users.



Located on the 1st Floor, Ardmore Hall, Main Campus, the library is open Monday through Thursday from 7:30 am until 9:00 pm and on Friday from 7:30 am until 3:00 pm; Saturday hours are from 9:00 am to 12:00 noon, except during the summer term.

NOVEMBER 2001

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6 Election Day	7	8	9	10
11 Veteran's Day	12 Block SGA Meeting	13 Block	14 Telephone Registration Begins at 6:00 am	15 Telephone Registration	16 Ramadan Begins Telephone Registration	17 Telephone Registration
18 Telephone Registration	19 Telephone Registration	20 Telephone Registration	21 Faculty Work Day (No Classes) Telephone Registration	22 Thanksgiving Day Holiday (College Closed) Telephone Registration	23 Holiday (College Closed) Telephone Registration	24 Telephone Registration
25 Telephone Registration	26 Telephone Registration SGA Meeting	27 Walk-in Registration 8:30 am - 7:00 pm Telephone Registration	28 Walk-in Registration 8:30 am - 7:00 pm Telephone Registration	29 Walk-in Registration 8:30 am - 7:00 pm Telephone Registration	30 Walk-in Registration 8:30 am - 1:00 pm Telephone Registration	

THINGS TO DO:

(Student Services and Support Programs continued.)

Learning Center

Located on the 1st Floor, Ardmore Hall, Main Campus, the Learning Center offers a variety of services and programs designed to assist both faculty and students.

Tutoring Services - Tutoring services offer several methods for helping students who are having academic difficulties. Tutoring is done in one-on-one or small group session 2-3 times a week by tutors who are primarily fellow students who have received training. Assistance is offered in virtually every academic course offered on Main Campus. The Learning Center has math and science tutoring centers, all staffed by well-qualified lab assistants. Students can use these centers on a drop-in basis. Both tutoring and tutoring center help are free to students, but students must be referred by their instructor. In addition, the Learning Center staff conduct a variety of workshops on learning skills.

The various tutoring services share the goal of increasing retention rates while helping Forsyth Tech students become independent, lifelong learners.

Computers for Writing Papers - The Learning Center has PCs with Internet access for students to write class papers, reports, assignments, etc. This free service is available to any enrolled student doing class-related work.

Placement Test Preparation - Most people entering Forsyth Tech are required to take the placement test. To help these future students, the Learning Center offers worksheets, practice tests, and tips on test taking. This service is especially helpful for people returning to school after a long absence.

Services for Instructors - The Learning Center has several services for instructors. The Center can administer make-up tests for instructors whose students miss a test, it houses and distributes the materials for the telecourses, and it can provide special accommodations to help instructors comply with the Americans with Disabilities Act.

Bookstore

Forsyth Tech operates two college stores as a service to students, faculty, and staff. The Main Campus Bookstore, Lower Level, Snyder Hall, offers a full line of traditional college store merchandise, including textbooks, school supplies and other course-related material, plus first-quality backpacks, emblematic apparel, Forsyth Tech gift items, and educationally priced computer software. The West Campus Bookstore, Room 10, carries an abbreviated selection of the above materials, focusing on course materials for adult high school, corporate and continuing education, adult basic skills, English as a second language, and other West Campus programs.

The bookstore stocks as many used texts as possible at the beginning of each semester, and students have the opportunity to sell their used books at the end of each semester. Curriculum students may receive full refunds for course books during the first 10 class days only.

Corporate and continuing education textbooks may be returned for full refunds prior to the first day of class.

Hours of operation of the two college bookstores are posted at each location.

Books may also be purchased on the Forsyth Tech bookstore website: **www.ftcc.bkstr.com**.

Book Return Policy

- Last day of returns: 10th class day (posted in the store).
- No refund without receipt.
- No cash refunds on grants.
- Books must be unmarked and in good condition.
- New books with names written inside will be refunded at used book price, even if the course is cancelled.

Health Services

Limited health services are provided through the Public Safety Office. First aid supplies are located in shop areas; however, injuries requiring more than minor first aid will be treated in the emergency room of either Forsyth Medical Center or Wake Forest University Baptist Medical Center.

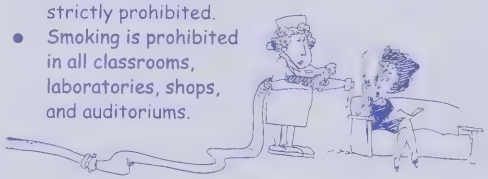
Telephone Calls to Students

Forsyth Tech does not have the facilities to forward general telephone messages to students and will not do so except in the case of an emergency. Emergency calls should be directed to the operator, the Counseling Center, Public Safety Office, or the appropriate dean's office. Those calling in an emergency will be asked to state the nature of the emergency and to give their name and a return telephone number. Forsyth Tech staff will then make every effort to relay this information to students.

It is the policy of Forsyth Tech not to give out identifying information about students to telephone callers and/or unidentified persons without the permission of the student (Family Rights and Privacy Act). The Records Office only handles inquiries concerning students' records.

Use of Facilities

- The buildings and their contents exist solely for the education of Forsyth Tech's adult population, and the use of these facilities for any other purpose is strictly prohibited.
- Smoking is prohibited in all classrooms, laboratories, shops, and auditoriums.



- Animals are prohibited inside the buildings (except for seeing eye dogs for the sight impaired). Any animal on the campus grounds must be on a leash in compliance with the city of Winston-Salem Leash Law (Ordinance Section 3-18).
- Children are not allowed in classrooms or shop areas during class sessions, nor may they be left unattended in the library, canteen areas, or on campus grounds.

Student Code of Conduct and Responsibilities

Code of Conduct

The act of enrollment at Forsyth Tech includes an acceptance by the student of the rules of Forsyth Tech. By enrolling, the student accepts the obligation to assist in making Forsyth Tech an effective place to conduct a learning process and to engage in the pursuit of truth, the development of self, and the improvement of society. Each enrolled student is considered to be a responsible adult, and Forsyth Tech assumes and requires that students who enroll in the various programs will maintain standards of conduct appropriate to the status of students at Forsyth Tech.

Forsyth Tech has an inherent responsibility to maintain order on its campus. Therefore, students may be suspended or dismissed for behavior deemed incompatible with the mission, the regulation, or the responsibility of Forsyth Tech or deemed to be in violation of any of the provisions of the code of conduct as set forth herein.

Forsyth Tech recognizes the right of an enrolled student to receive a full opportunity to learn and develop, unfettered by any and all obstacles not conducive to a sound, fundamental educational program. To this end, Forsyth Tech recognizes, declares, and vests certain rights in each student enrolled at Forsyth Tech.

Student Rights

A. **Legal Rights**
All the rights and privileges guaranteed to every citizen by the constitution of the United States and by the state of North Carolina shall not be denied any student. Furthermore, Forsyth Tech shall adhere to all of the statutes of the United States and the state of North Carolina. Forsyth Tech has recognized the Student Government Association as the approved agency to voice students' opinions and speak on institutional policies concerning students' activities.

B. **Rights of the Learner**
The instructor in the classroom and in conference shall encourage free discussion, inquiry, and expression. Student performance will be evaluated solely on an academic basis, not on opinions or conduct in matters unrelated to academic standards.

DECEMBER 2001

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 Walk-in Registration 8:30 am - 1:00 pm Allman Center only Telephone Registration
2 Telephone Registration	3 Walk-in Registration 8:30 am - 7:00 pm Telephone Registration	4 Walk-in Registration 8:30 am - 7:00 pm Telephone Registration	5 Walk-in Registration 8:30 am - 7:00 pm Telephone Registration	6 Walk-in Registration 8:30 am - 7:00 pm Telephone Registration Ends at 6:00 pm	7 Walk-in Registration 8:30 am - 1:00 pm	8
9	10 Hanukkah Begins at Sundown on the 9th Purge all nonpayers SGA Meeting	11	12	13	14 Ramadan Ends	15
16	17 Last Day of Fall Semester Classes	18 Grade Posting (by 12 Noon) Faculty Work Day (No Classes)	19 Faculty Work Day (No Classes)	20 Faculty Work Day (No Classes)	21 Holiday (College Closed)	22
23	24 Holiday (College Closed)	25 Christmas Greek Orthodox Christmas Holiday (College Closed)	26 Kwanzaa Begins Holiday (College Closed)	27 Holiday (College Closed)	28 Holiday (College Closed)	29
30	31 Holiday (College Closed)					

THINGS TO DO:

(Student Code of Conduct and Responsibilities continued.)

C. **Student Records**
The Family Educational Rights and Privacy Act of 1974 (FERPA) provides safeguards regarding the confidentiality of, and access to, student records.

1. Students may review their educational records by making a written request to the coordinator of records.

2. Student records will not be reviewed by third parties unless permission is obtained in writing from the student. Exceptions may be made for instructors and administrators if the information is for educational purposes. Exceptions may also be made for parents who claim the student as a dependent and for credentialing, auditing, or accrediting organizations. The vice president of institutional planning and support services will make the final decision concerning access to records.

3. Official transcripts will be issued only when a written request is received from the student or upon written authorization by a student to be released to a designated entity. Transcripts from high schools or other colleges will not be released.

D. **Freedom of Association**
Students are free to organize and join an association organized or existing to promote students' curriculum or career interest. Student organizations must select a faculty advisor and submit a constitution to the Student Government Council.

E. **Due Process**
Due process procedures are established to guarantee the right of hearing, a presentation of charges, evidence for charges, the right of confrontation by the questioning of witnesses, and the right to counsel by the accused student, if so requested by the student. Any student aggrieved by the violation of this code of conduct shall have the right of appeal to the student appeals committee as hereinafter provided.

General Campus Rules

The following is a general summary and classification of the major rules of student conduct, and any violation shall be considered a violation of this code of conduct. For purposes of Forsyth Tech rules and regulations, Forsyth Tech grounds are defined as any location owned, leased, rented, controlled, or otherwise occupied by Forsyth Tech or any division thereof.

Rule 1. Disruption and Disorderly Conduct
A student shall not engage directly or aid and abet in disorderly conduct which is intended to provoke violent retaliation or cause a breach of peace which disrupts, disturbs, or interferes with the normal routine, activities, or teaching of students, or which disrupts, disturbs, or interferes with the peace, order, or discipline on Forsyth Tech grounds.

Rule 2. Damage to or Destruction of Forsyth Tech Property
A student shall not intentionally, willfully or wantonly cause, or attempt to cause, substantial damage to be done to Forsyth Tech property, or shall not steal, or attempt to steal, Forsyth Tech property.

Rule 3. Damage to or Destruction of Private Property
A student shall not intentionally, willfully or wantonly cause, or attempt to cause, damage to private property of another or shall not steal, or attempt to steal, private property of another when on Forsyth Tech grounds or while attending a Forsyth Tech activity, function, or event held off Forsyth Tech grounds.

Rule 4. Assault or Verbal Abuse of Forsyth Tech Employees
A student shall not intentionally cause, or attempt to cause, physical injury, verbal abuse, or harassment, or communicate a threat to a Forsyth Tech employee.

Rule 5. Assault or Verbal Abuse of Persons Other Than Employees
A student shall not intentionally cause, or attempt to cause, or threaten to cause physical injury, verbal abuse, or harassment, or communicate a threat or direct any profane language toward any other student or Forsyth Tech agent, guest, or visitor, at any time while such student is enrolled at Forsyth Tech or while such student is on Forsyth Tech grounds or is attending a Forsyth Tech activity, function, or event held off Forsyth Tech grounds.

Rule 6. Weapons and Dangerous Instrumentalities-North Carolina General Statute 14-26
It is unlawful for anyone to possess any weapon, whether openly or concealed, while on educational property. House Bill 1008: It is a felony to possess or carry a firearm or explosive device on educational property or to aid a person less than 18 years old to possess or carry a firearm or explosive device on educational property. This bill makes it a misdemeanor to cause, encourage, or aid a person less than 18 years old in taking or possessing other types of weapons on educational property. This bill also makes it a misdemeanor for any person who owns or possesses a firearm and who resides in the same premises as a person less than 18 years of age to store or leave the firearm in a condition that the firearm can be discharged and in a manner that the person knew or should have known that an unsupervised minor would be able to gain access to the firearm. In practice, then, this statute permits prosecution of anyone carrying any dangerous instrument in school, on school grounds, or at any school activity.

Rule 7. Narcotics, Alcoholic Beverages, and Controlled Substances
A student shall not knowingly or negligently own, possess, use, transport or be at any time under the influence of any narcotic drug, alcoholic beverage or any other controlled substance (as controlled substance is defined by the North Carolina General Statutes or 21 U.S.C. subsection 812) while on Forsyth Tech grounds or during the time when a student is participating in any Forsyth Tech activity, function, or event off Forsyth Tech grounds. Use of any drug authorized by medical prescription from a registered physician shall not be considered a violation of this rule. However, students shall be held strictly accountable for their behavior while under the influence of prescribed medicines.

Rule 8. Classroom and Campus Activities
A student shall comply with all directions of Forsyth Tech faculty, administrators, or authorized personnel during any time when the student is under the authority of Forsyth Tech personnel. A student on campus shall promptly identify himself to a Forsyth Tech official or campus public safety officer at all times upon reasonable request. A student shall appear before Forsyth Tech officials or disciplinary bodies when so directed. Any failure by any student to abide by these regulations in this Rule 8 shall constitute a violation of this code of conduct.

Rule 9. Academic Dishonesty, Cheating, Forgery, and Related Offenses
It shall be a violation of Forsyth Tech code of conduct for a student to commit any one of the following acts:

1. Academic cheating, including, but not limited to, unauthorized copying of academic work of another, collaboration for use of notes or books on examinations without prior permission of the instructor.

2. Plagiarism or the intentional presentation of work of another without proper acknowledgment of the source.

3. Fabrication and falsification or the intentional misrepresentation of any information or citation in an academic exercise.

4. Submission of substantial portions of the same academic work for credit more than once without authorization.

5. Abuse of academic materials in the form of destruction, theft, or concealment of library or other resource material or of another student's notes or laboratory experiments.

6. Complicity in academic dishonesty in helping or attempting to help another student to commit an act of academic dishonesty.

7. Furnishing of false information to any Forsyth Tech personnel including forgery, falsification, or fraudulent misuse of any documents, records, or identification cards.

Rule 10. State and Federal Laws
A student shall not violate any state or federal laws while on Forsyth Tech campuses or while attending a Forsyth Tech activity, function, or event off Forsyth Tech grounds.

Rule 11. Student Attire Code
Although Forsyth Tech students may dress informally, cleanliness and neatness of appearance must be maintained. Shirts and shoes are required at all times while the student is on campus or at all times while such student is attending a Forsyth Tech activity, function, or event off

JANUARY 2002

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Bookstore Hours January 9 - 10 8:00 am - 7:00 pm January 11 8:00 am - 3:00 pm		1 New Year's Day Holiday (College Closed)	2 Faculty Work Day (No Classes)	3 Financial Aid Payment 8:30 am - 1:00 pm 3:00 pm - 7:00 pm Faculty Work Day (No Classes)	4 Financial Aid Payment 8:30 am - 1:00 pm Purge all nonpayers Faculty Work Day (No Classes)	5 Walk-in Registration 8:30 am - 1:00 pm Allman Center only Purge all nonpayers
6 Day of Epiphany	7 Walk-in Registration 8:30 am - 7:00 pm Purge all nonpayers Faculty Work Day (No Classes)	8 Walk-in Registration 8:30 am - 7:00 pm Purge all nonpayers Faculty Work Day (No Classes)	9 First Day of Spring Semester Classes Drop/Add 8:30 am - 7:00 pm Purge all nonpayers	10 Last Day to Add Classes Drop/Add 8:30 am - 7:00 pm Purge all nonpayers	11	12
13	14 SGA Meeting	15	16	17	18	19
20	21 Martin Luther King, Jr. Day Holiday (College Closed)	22	23	24	25	26
27	28 SGA Meeting	29	30	31		

THINGS TO DO:

(Student Code of Conduct and Responsibilities continued.)

Forsyth Tech grounds. Special technical or vocational curricula, such as the health curricula, may require special attire for clinical or laboratory areas. A student shall not attend classes or laboratory work conducted in the clinical or laboratory areas if such student is in violation of the attire codes for such areas.

Rule 12. Involuntary Psychological or Psychiatric Withdrawal
It shall be grounds for dismissal if and when it shall be medically determined that a student poses a threat to the physical well-being of himself or others or if such student has a physical, mental or emotional condition of such a nature as to disturb or disrupt the normal and usual activities of other persons on campus. A student shall agree to have a psychiatric evaluation when it appears to the satisfaction of the president of Forsyth Tech, or designee, that such examination is in the best interest of the student, or Forsyth Tech, or both.

Rule 13. Children in Classrooms or Shop Areas
Children are not allowed in classrooms or shop areas during class sessions, nor may they be left unattended in the library, in canteen areas, or on campus grounds.

Rule 14. Roller Skating, Roller Blading, and Skate Boarding
For the safety and well-being of all Forsyth Tech students, employees, and visitors, no one is permitted to roller skate, roller blade, or skate board on sidewalks, parking lots, or any other college property.

Violation of the Code of Conduct

The following are the degrees of disciplinary action which may be taken as a result of violation of the student code of conduct:

A. **Verbal Warning** - A verbal warning that the specific behavior/condition will not be continued or repeated or further disciplinary action will be taken.

B. **Warning** - A written notice to the student that continuation or repetition of specified conduct will be cause for further disciplinary action.

C. **Disciplinary Probation** - A written reprimand to the student for violation of a specified rule, which may include exclusion from participation in a class or specified activities for a specified time as set forth in the notice.

D. **Restitution** - Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or compensate for damages.

E. **Suspension** - Exclusion from class or classes and other student privileges or activities as set forth in the notice of suspension.

F. **Dismissal or Expulsion** - Termination of student status for a definite period of time. At the end of this period of expulsion, the student is eligible to apply through the dean of curriculum development for consideration for re-admission.

G. **Other** - Other types of discipline as set forth in campus rules and regulations consistent with the incident involved.

If, as a result of a violation of the student code of conduct a student is dismissed from class or classes, the student may receive a failing grade(s), and the disciplinary dismissal will be recorded in the student's permanent record.

The conviction of a student of a criminal offense involving personal misconduct of a kind, which, if condemned by the college, would reflect dishonor or discredit on the college, shall be sufficient grounds for suspension or dismissal of such students.

Sexual Harassment Policy

Forsyth Technical Community College is committed to promoting an atmosphere in which all members of the college - faculty, staff, and students - may work free of sexual harassment and provides for an orderly resolution of complaints of sexual harassment.

All members of the college are expected and requested to conduct themselves in such a way that contributes to an atmosphere free of sexual harassment. Sexual harassment of any employee or student is a violation of the policies of the college, as well as state and federal law, and will not be tolerated. Anyone who violates this policy will be disciplined in accordance with appropriate disciplinary procedures.

Sexual harassment is defined as deliberate, unsolicited, unwelcome verbal and/or physical conduct of a sexual nature or with sexual implications made by any employee or student when:

1. Submission to such conduct is made either explicitly or implicitly a condition of an individual's employment or academic or student status.

2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or decisions regarding a receipt of grades affecting that individual.

3. Such conduct has the purpose or effect of interfering with an individual's performance or creating an intimidating, hostile, or offensive environment in the workplace or the classroom.

Any student or employee who believes that he or she has been subjected to sexual harassment in violation of this policy should file a confidential complaint to the dean of curriculum development or the director of human resources for employees. An investigation of these allegations will be conducted promptly and appropriate action taken.

Sexually harassing behavior may include offensive sexual flirtation, advances, propositions; continued or repeated abuse of a sexual nature; graphic verbal commentary about an individual's body; sexually degrading words used to describe an individual; and the display in the workplace or on campus of sexually suggestive objects or pictures.

Enforcement Procedures

Student conduct on a Forsyth Tech campus or student conduct during a Forsyth Tech activity, function, or event held off Forsyth Tech grounds that violates federal and/or state and Forsyth Tech regulations may be dealt with in the following manner:

1. The student may be turned over to the civil authority and subjected only to the penalties imposed by that authority.

2. The student may be subjected to sanctions imposed both by the civil authorities and Forsyth Tech.

3. The student may be subjected to sanctions imposed by Forsyth Tech, notwithstanding the fact the civil sanctions may not be imposed.

Disciplinary Procedures

A. **Instructional Areas**
Any instructor may request a student to leave a class, laboratory, shop, or clinical area when, in the opinion of the instructor, the student's conduct or personal demeanor disrupts normal classroom activities. If the student refuses to leave the class, the instructor may call campus public safety for assistance. The instructor, identifying the student and the cause for dismissal from class, will immediately notify in writing the division dean and the dean of curriculum development of actions taken.

The burden of requesting re-entry to class, laboratory, or clinical areas will be upon the student involved. Request for re-entry must be made to the instructor before the next class meeting. If the instructor decides that the student needs additional counseling before re-entry, the instructor may require that the student meet with the division dean or the counseling staff for further discussion. If the division dean or the counseling staff decides that the student should be dismissed from the class or from Forsyth Tech, the instructor will send a written report (approved by the division dean) to the student, the vice president of instructional services, and the dean of curriculum development. The vice president of instructional services will make the decision on dismissal when applicable and dismiss the student. The student will be given a copy of the report and a written notification of the decision. If a student wishes to appeal the decision, the appeal must be made by writing the student appeals committee within five days after receiving the dismissal notice.

B. **Non-Instructional Areas**
Any employee or student may file a written complaint for disciplinary action against any student enrolled at Forsyth Tech. The Public Safety Office may temporarily remove a student from campus when the student is jeopardizing the safety and security of faculty, staff, and/or the student body; a written complaint must then be filed. The complaint must be filed with the dean of curriculum development, who will promptly investigate the complaint and make a decision regarding warning, suspension, dismissal, or other disciplinary action. Both the complainant and the student involved will be notified in writing. If the student wishes to appeal the decision of the dean of curriculum development, the appeal must be made by writing the student appeals committee within five days after receiving the notice of the decision.

FEBRUARY 2002

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6	7	8	9
10	11 SGA Meeting	12 Lincoln's Birthday	13 Ash Wednesday	14 Valentine's Day	15	16
17	18 Presidents' Day	19	20	21	22 Washington's Birthday	23
24	25 SGA Meeting	26	27	28		

THINGS TO DO:

(Student Code of Conduct and Responsibilities continued.)

Student Appeals Committee

The student appeals committee will hear the appeal of any student after the appeal process has been exhausted at the department and division levels for instructional areas or the dean of curriculum development for non-instructional areas. The student appeals committee will hear the appeal of any student regarding the following:

1. discipline
2. dismissal, except for academic standing
3. admissions
4. discriminatory practices, including violations of the Americans with Disabilities Act (ADA)
5. sexual harassment

The appeal will be heard under the following conditions within five working days of receipt of the confirmed appeal:

1. The student must submit a written statement containing factual and valid reasons for the appeal to the dean of curriculum development, who will forward the statement of appeal to the committee chairperson. The chairperson may return the appeal to the student to clarify, to add factual information, or to state reasons for the appeal; the chairperson may reject the appeal if policies and procedures have not been followed by the student or there is sound reason to reject the appeal.

2. The committee will confine itself to making a recommendation on the appeal question and not on the validity of existing policies of Forsyth Tech. The committee reserves the right to suggest to the president that a current policy be examined for continued value to Forsyth Tech.

3. The committee will submit its recommendation to the president, who will make a final decision and who will notify the parties involved.

4. Records of the proceedings of the student appeals committee are available upon written request to the dean of curriculum development.

5. The student must obtain special permission from the vice president for instructional services to attend classes pending resolution of the case on appeal.

Infectious Disease Policy

Forsyth Tech is committed to ensuring, as far as possible, that each employee and student enjoy safe and healthful work and/or study conditions. To this end, the college offers the following information for students and employees.

This policy information presents the procedures to be used by Forsyth Tech to protect those students and employees who may be exposed to infectious diseases and blood-borne pathogens. Blood-borne pathogens include, but are not limited to, the human immunodeficiency virus (HIV), which is the causative agent for acquired immune deficiency syndrome (AIDS), and hepatitis B virus (HBV). These procedures are based on written requirements published in the Federal Register (29 CRF 1919.1030).

Persons infected or reasonably believed to be infected with communicable diseases shall not be excluded from enrollment or employment or restricted in their access to the institution's services or facilities unless medically-based judgments in individual cases establish that exclusion or restriction is necessary to the welfare of the individual, welfare of other members of the institution, or welfare of client, staff or students in a clinical area.

Persons who know or have a reasonable basis for believing that they have an infectious/communicable disease which may pose a threat to others have an obligation to conduct themselves in accordance with such knowledge so as to protect themselves and others. Accordingly, employees should report this information to the human resources director, and students should report to the dean of curriculum development. All information will be kept confidential except to those persons determined by the human resources director and dean of curriculum development as having a need to know. These persons will be informed after the individual is advised that such action will be taken.

It is the further declared policy of Forsyth Tech that its faculty, administration, and staff will conduct a continuing information program for all areas of Forsyth Tech personnel regarding communicable diseases and disabling illnesses.

Drug-Free Student Policy

Drug use and abuse by students have become immediate concerns in our society. These problems are extremely complex with no easy solutions.

The users of drugs may impair the well being of all students and the educational environment and may damage Forsyth Tech property.

Therefore, it is the policy of Forsyth Tech that the unlawful manufacture, distribution, possession or use of a controlled substance is prohibited while on Forsyth Tech grounds.

1. Forsyth Tech does not differentiate between drug users and drug pushers or sellers. Any student who gives or in any way transfers or aids and abets in the transfer of a controlled substance to another person or sells or manufactures or aids and abets in the sale or manufacture of a controlled substance while on Forsyth Tech premises will be subject to disciplinary action up to and including suspension from school.

2. The term "controlled substance" means any drug listed in the North Carolina General Statutes or 21 U.S.C. subsection 812 and other federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to, heroin, marijuana, cocaine, PCP, and "crack." They also include legal drugs which are not prescribed by a licensed physician.

3. The counseling staff will conduct drug awareness and education workshops for students each semester. Individual counseling sessions and educational materials will be available in the Counseling Center at all times.

4. The counseling staff will include in orientation sessions reference to drug policies, drug awareness, and sources for assistance.

5. The counseling staff will be available to lecture and assist instructional staff with class presentations to help educate students regarding the health risks of alcohol and drug abuse.

6. The counseling staff will have available referrals for treatment and more extensive assistance.

7. The counseling staff will biennially assess the institutional environment by reviewing data from public safety, the Counseling Center, instructors, and other community resources to guide educational program development for students.

Crime Awareness and Campus Security Act

Staff, faculty, and students of Forsyth Tech are encouraged to report all criminal actions and other related emergencies to the Public Safety Office, located in the Carolina Annex, Main Campus. A special emergency number has been established. Staff, faculty, and students may dial extension 7325 from any campus telephone (excluding public pay telephones) and receive immediate assistance. Pay telephones provided throughout campus locations are available for students to dial 911 for immediate assistance. In addition, the college has installed red emergency phones throughout the campus. Upon picking up the receiver, the phone automatically dials the 7325 emergency number.

Upon receipt of a complaint, a public safety officer is assigned to the case. The complaint is documented, investigated, and processed by the investigating officer. If necessary, or where appropriate, an outside agency such as the Winston-Salem Police Department is contacted for assistance. Other staff of the college, such as the dean of curriculum development, may also become involved where appropriate.

All complaints are reviewed and, where appropriate, action is taken by the director of public safety. Further review and action may occur up through the chain of command, including the president and board of trustees.

A public safety officer is on duty at all times regular classes are in session.

Computer Software Copyright Policy

Forsyth Tech purchases licenses for use of a wide variety of copyrighted computer software. The college does not own the copyright on this software or its related documentation and, unless authorized by the software developer or publisher, does not have the right to reproduce it.

According to the United States Copyright Law, illegal reproduction of computer software can be subject to civil damages up to $100,000 and criminal penalties including fines and imprisonment.

Forsyth Tech does not condone the illegal duplication of computer software or the use of illegally duplicated software. College employees and students shall use computer software only in accordance with its licensing agreements. Any employee or student who makes, acquires, or uses unauthorized copies of computer software shall be subject to disciplinary action.

MARCH 2002

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2
3	4	5	6 Last Day to Drop Without Penalty	7	8	9
10	11 SGA Meeting	12	13	14	15	16
17 St. Patrick's Day	18	19	20	21	22	23
24 Palm Sunday 31 Easter	25 SGA Meeting	26	27 Spring Break Faculty Work Day (No Classes)	28 Passover Begins at Sundown on the 27th Spring Break Faculty Work Day (No Classes)	29 Good Friday Holiday (College Closed)	30

THINGS TO DO:

Student Life

Student Government Association (SGA)

The Student Government Association is composed of all current Forsyth Technical Community College students and is served by the Student Government Council (SGC). The SGC consists of the student government officers, Alpha Mu Beta fraternity members, and other SGC representatives. Participating students are people who are interested in developing leadership skills to be used in their careers in business, industry, or government. Students learn to work together to accomplish a wide range of projects that have a high impact on the college and community.

Student Government Council (SGC)

The Student Government Council (SGC) is intended to be a laboratory of development for motivated students. People who get involved find themselves learning, growing, and doing things they never thought they could do. This is a program in which students can test their education, experiment with social and group dynamics, and make positive personal changes without fear of criticism.

The SGC with the Student Activities Center's staff manages the student activities budget and meets in business sessions. During the meetings, the members address student issues and plan and produce student activities such as Fall Festival, Spring Fling, blood drives, leadership workshops, and other projects. During meetings and projects, students learn and practice parliamentary procedure, group skills, teamwork, and project management and gain the experience of getting things done in a large institution. Some students choose to work with the budget, practice secretarial skills, or do advertising, student publications, and other public information duties. The SGC also represents the student body to the college administration. The SGC president serves on the Forsyth Technical Community College board of trustees as a non-voting member and reports to the SGC about board activities when appropriate. The SGC also serves as a vehicle of communication to the students for the administration. Members of the SGC attend statewide conferences about twice a year. During the conferences, students meet student leaders from community colleges from across the state. They have an opportunity to share ideas and concerns and learn leadership skills in workshops.

Alpha Mu Beta

Alpha Mu Beta is the service fraternity of the Student Government Council (SGC). Known as Ambassadors, they are a high profile group of students who spark interest in student life through campus networking, personal growth, and service to the community.

Applicants are selected for their high scholastic achievements and communication skills. Ambassadors become proficient in meeting people and in the organizational, time management, planning and leadership skills that will help them in their chosen fields. Applicants who are accepted into the fraternity discover a relaxed, yet disciplined, fellowship that encourages growth. Ambassadors have the opportunity to lead such events as the Angel Tree Project, Martin Luther King, Jr. Celebration, and many other service projects for the benefit of the college family and community.

Flight Line Program

The Flight Line Program is a process by which students can track their time spent in leadership efforts within the Student Government Council. This program allows students to have a tangible record of these efforts which also indicates to the entire institution the work that is being done by members of the student government. In addition, the program serves as an "extracurricular transcript" for students to utilize as they seek further education or employment. In this program, students will keep track of how many hours they spend in areas of campus service, community service, and other projects during a semester. At the end of each semester, students are given awards based on how many hours were recorded. The flight metaphor represents the potential we all have to soar above our limitations and exceed our expectations. Thus, Flight Line awards are named for pioneers of flight such as the Wright Brothers, Chuck Yeager, and Ronald McNair.

Membership Requirements

If you are interested in one of the student government programs, you must:

1. Check your cumulative grade point average (GPA).
   - Ambassadors are required to maintain a 3.0 GPA.
   - Student Government Council members must maintain a 2.5 GPA.
2. Be registered for the correct number of credit hours.
   - Student Government Council members must be registered for one credit hour per semester.
   - Ambassadors must be registered for at least six credit hours per semester.
3. Complete a Student Government Council application which can be obtained in the Student Activities Center, Lower Level, Snyder Hall, Main Campus.
   - Ambassadors must have the application signed by a faculty or staff member.
4. File the Application.
   - Take your application to the Student Activities Center, Lower Level, Snyder Hall, Main Campus, or mail it to: Forsyth Technical Community College Student Activities Center, 2100 Silas Creek Parkway, Winston-Salem, NC 27103.

Interview Process

Students who apply for a position in the Student Government Council must undergo an interview process. The program's advisor will call applicants to set up interview appointments. All applicants must be interviewed by the membership committee and the student government advisor.

All SGC candidates are required to complete an orientation program. Details of the orientation program can be obtained from the student government advisor.

Student Activities and Athletics

Forsyth Tech strives to offer its students more than just an academic education. Efforts are made to provide students with extracurricular opportunities for involvement that will help to educate the total individual. By providing extracurricular activities, Forsyth Tech recognizes that a college education includes social, professional, and cultural involvement, as well as academics. Students are invited to come by the Student Activities Office, Lower Level, Snyder Hall, Main Campus, to find out more about what Forsyth Tech has to offer outside the classroom.

The Forsyth Tech men's basketball team is a member of the National Junior College Athletic Association. Intercollegiate athletic teams are offered in women's fastpitch softball and women's volleyball. Interested students should contact the Student Activities Center regarding participation.

APRIL 2002

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7 Daylight Saving Time Begins	8 Block Registration SGA Meeting	9 Block Registration	10 Telephone Registration Begins at 6:00 am	11 Telephone Registration	12 Telephone Registration	13 Telephone Registration
14 Telephone Registration	15 Telephone Registration	16 Walk-in Registration 8:30 am - 7:00 pm Telephone Registration	17 Walk-in Registration 8:30 am - 7:00 pm Telephone Registration	18 Walk-in Registration 8:30 am - 7:00 pm Telephone Registration	19 Walk-in Registration 8:30 am - 1:00 pm Telephone Registration	20 Telephone Registration
21 Telephone Registration	22 Telephone Registration SGA Meeting	23 Telephone Registration	24 Telephone Registration Professional Secretary's Day	25 Telephone Registration Ends at 6:00 pm	26 Spring Fling	27
28	29 Purge all nonpayers	30				

THINGS TO DO:

Constitution

Forsyth Technical Community College
Student Government Association

Preamble

We, the students of Forsyth Technical Community College, in order to promote the philosophy of the College, which encourages the development of its students as total persons, and in order to serve the students of our educational institution by providing leadership and opportunity for participation in a wide range of programs and activities, do establish this constitution with the approval of the president of Forsyth Technical Community College.

Article I: Name

The name of this organization shall be the Student Government Association of Forsyth Technical Community College, hereafter referred to as the SGA. The governing body of the SGA shall be called the Student Government Council, hereafter referred to as the SGC.

Article II: Objectives

Section 1. To encourage an interest in our campus, college activities, and student body concerns.

Section 2. To promote a mutual respect among the administration and the student body.

Section 3. To recommend student activity fees and develop a budget for the financial support of such activities and the SGC expenses that are compatible with the general welfare of the student body and with the purpose of the College, and to approve all expenditures of the student activity budget.

Section 4. To make recommendations to the president and the student activities supervisor, hereafter referred to as the SAS, of Forsyth Technical Community College, concerning matters affecting the student body.

Section 5. To recommend and sponsor student activities and programs in cooperation with the SAS.

Article III: Composition

The Student Government Council shall be composed of seven representatives from each instructional division. Subsequently, the candidate shall be interviewed by the SGC interview committee, SAS and appropriate divisional dean for approval. Seats left open from any division shall be filled from the pool of applicants.

Section 1. Representatives shall be enrolled in and actively attending at least one credit hour each semester and shall have paid the student activity fee.

Section 2. Representatives shall maintain at least a 2.5 grade point average.

Section 3. A president, vice president, and secretary, shall be elected from the representatives to the SGC by the student body no later than the last day of classes each spring semester. A treasurer, public information officer, and a parliamentarian shall be elected by vote of the SGC representatives.

Section 4. Elected officers shall serve one academic year beginning the last day of classes of each spring semester unless impeached.

Section 5. The representatives' term of office shall be limited only by probation, impeachment, graduation, or voluntary withdrawal.

Section 6. The SAS shall be the senior advisor to the SGC.

Article IV: Meetings

Section 1. The SGC will meet with the SAS on a bimonthly basis.

Section 2. By majority vote, the SGC may elect to become inactive during summer term.

Section 3. Meetings are the second and fourth Monday of each month and open to any student, staff member, board member or alumni wishing to attend.

Section 4. The president of the SGC, the SAS, or the president of the college may call a special SGC meeting should the need arise.

Section 5. A two-thirds majority of the active membership shall constitute a quorum.

Section 6. A majority of one passes a vote. The president shall vote only to break a tie.

Section 7. Voting by proxy shall be allowed only if approved in advance of a meeting by the SGC president and SAS. The representative requesting to vote by proxy shall submit the request in writing to the SGC President no later than 24 hours prior to a scheduled meeting. The request should name a designated representative to carry the vote for the requesting member and this action should be noted in the minutes of the meeting. No voting by proxy shall be allowed for new business.

Section 8. Motions passed by the SGC shall be subject to review and remand by the SAS.

Article V: Duties

Section 1. The president shall:

A. Call and preside at all SGC meetings.
B. Be a nonvoting member of Forsyth Technical Community College board of trustees, and attend all board meetings and as many committee meetings as possible. No delegate may be sent in the president's place.
C. Appoint special committees or positions as the president or the SGC deems necessary, except vacancies on the SGC.
D. Have the power to act in the absence of the SGC representatives when in the interest of the student body.
E. Represent the SGC in all relations with school officials and with other institutions.
F. Submit to the SGC such recommendations as deemed necessary either in writing or in person.

Section 2. The vice president shall:
A. Be an assistant to the president and assume the duties of the president in the president's absence.
B. Assume the duties of the president should the president resign.
C. Oversee all committees of the SGC and serve as an ex-officio member of these committees unless appointed as an official committee member.
D. Assist in all other areas as requested by the president.

Section 3. The secretary shall:
A. Maintain and distribute the minutes of all meetings of the SGC.
B. Maintain attendance records of all meetings, activities, and projects to be reviewed with the SAS.
C. Coordinate all incoming and outgoing correspondence.
D. Be responsible for reminding all representatives of meetings.
E. Assist in all other areas as requested by the president.

Section 4. The treasurer shall:
A. Maintain the financial reports of the SGC.
B. Assist the SAS in maintaining the inventory of all equipment and materials owned by the SGC.
C. Submit a financial report at all regular meetings of the SGC.
D. Serve as chairperson of the budget committee.
E. Assist in all other areas as requested by the president.

Section 5. The public information officer shall:
A. Maintain student information outlets, i.e., bulletin boards, marquee, newsletter, etc.
B. Serve as liaison to the *Technically Speaking* staff.
C. Serve as chairperson on the poster and publicity committee.
D. Assist the Alpha Mu Beta scheduling coordinator in advertisement and in the recruiting of the volunteer pool.
E. Assist in all other areas as requested by the president.

Section 6. The parliamentarian shall:
A. Guide the SGC in matters of parliamentary procedure.
B. Shall advise the president in matters regarding the SGC constitution.
C. Shall be available to any club or other organization on campus for instruction on parliamentary procedure.
D. Shall review all student organization constitutions and present them to the SGC for approval and maintain a file of all student organization constitutions.
E. Shall chair the SGC interview committee.

MAY 2002

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3 Greek Orthodox Holy Friday	4
Bookstore Hours May 13 - 16 May 17	8:00 am - 7:00 pm 8:00 am - 3:00 pm					
5 Greek Orthodox Easter	6 Last Day of Spring Semester Classes	7 Grade Posting (By 12 Noon) Financial Aid Payment 8:30 am - 1:00 pm 3:00 pm - 7:00 pm Faculty Work Day (No Classes)	8 Walk-in Registration 8:30 am - 7:00 pm Financial Aid Payment 8:30 am - 1:00 pm 3:00 pm - 7:00 pm Purge all nonpayers Faculty Work Day (No Classes)	9 Graduation Faculty Work Day (No Classes)	10 Faculty Work Day (No Classes)	11
12 Mother's Day	13 First Day of Summer Term Classes Drop/Add 8:30 am - 7:00 pm Purge all nonpayers SGA Meeting	14 Last Day to Add Classes Drop/Add 8:30 am - 7:00 pm Purge all nonpayers	15	16	17	18 Armed Forces' Day
19	20	21	22	23	24	25
26	27 Memorial Day Holiday (College Closed)	28	29	30	31	

THINGS TO DO:

(Constitution continued.)

Section 7. All representatives, including those holding office, shall:

A. Not miss more than three regular meetings and one called meeting of the SGC per semester. No more than two meetings may be missed in a row.
B. Participate in at least 75 percent of all SGC projects and activities.
C. Serve on at least one committee, and miss no more than two regular committee meetings per semester.
D. Conduct themselves in a manner that is not detrimental to the student body, school, or community.
E. Student Government Council representatives who miss more than the maximum allowed meetings will be subject to examination by a review committee. (See Article X, Section 4.)
F. Be subject to one semesters probation for dropping below GPA requirements.

Article VI: Committees

Section 1. Standing committees shall include:

A. budget,
B. poster/publicity,
C. Flight Line,
D. interview committee, and
E. all other committees deemed necessary by the president.

Section 2. Inactive committees shall include:

A. All committees not meeting on a regular basis.

Section 3. Members of committees shall:

A. Serve as chairperson of no more than one standing committee at a time.
B. Serve on no more than three standing committees at a time. (The SGC vice president shall serve as an ex-officio member of all committees.)

Article VII: Vacancies

Section 1. Upon the resignation of the president, the vice president shall fill the office of president for the remainder of the president's term.

Section 2. Upon the resignation of any other officer, the vacancy shall be filled for the remainder of the term by vote of the SGC.

Section 3. Vacancies of a member shall be filled as expeditiously as possible. The selection process shall be the same as for the composition of the SGC.

Article VIII: Alpha Mu Beta Fraternity

Alpha Mu Beta (AMB) Fraternity shall be the service arm of the Student Government Council. Members will be known as Ambassadors. Ambassadors shall serve as representatives of Forsyth Tech, the student body, and the SGC at various events both on and off campus. AMB will be responsible for volunteer programs off campus and for establishing a pool of students to staff these events.

Article IX: Grievance Procedures

Section 1. Anyone who wishes to file a formal complaint concerning SGC procedures, officers, or representatives should send a written complaint to the president or highest uninvolved officer and SAS.

Section 2. The grievance will then be reviewed by the officer and the SAS and may be brought before the SGC unless the grievance is of a personal nature.

Section 3. Action on any grievance is subject to review and remand by the president of Forsyth Technical Community College.

Article X: Impeachment

Section 1. A representative is eligible for impeachment by committing any one or combination of the following:

A. Does not have reasonable excuses for prolonged absences of those detailed in Article V, Section 7, items A, B and C.
B. Does not perform the duties as assigned in the constitution.
C. Exhibits conduct unbecoming an SGC member.
D. Academic probation by Forsyth Tech.

Section 2. A formal written complaint must state the reason for impeachment. A copy must be sent to the SAS and the highest uninvolved officer or representative.

Section 3. The SAS and the uninvolved highest officer or representative, plus the SGC representative of longest tenure, will constitute the review committee.

Section 4. The review committee will review the formal complaint with the representative within ten days. If the complaint is found to be valid, the review committee may place the representative on probation or call for impeachment proceedings by the SGC.

Section 5. The review committee must call a special meeting of the SGC for impeachment proceedings.

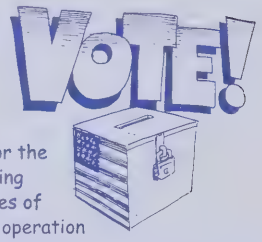
Section 6. The impeachment proceedings will be held as follows:

A. Reason for dismissal will be read.
B. The highest uninvolved officer will substantiate the reason for dismissal.
C. The representative will explain the reason for his actions and may present any witnesses he deems necessary.
D. A vote will be taken and the majority will rule.

Article XI: Amendments

Amendments to this constitution shall be proposed by a representative of the SGC or the SAS at a meeting. Such amendments shall become a valid part of this constitution when approved by two-thirds of all members at a duly announced meeting and approved by the president of Forsyth Technical Community College. Voting on such amendment may not occur during the same meeting in which amendments were proposed.

Article XII: By-Laws



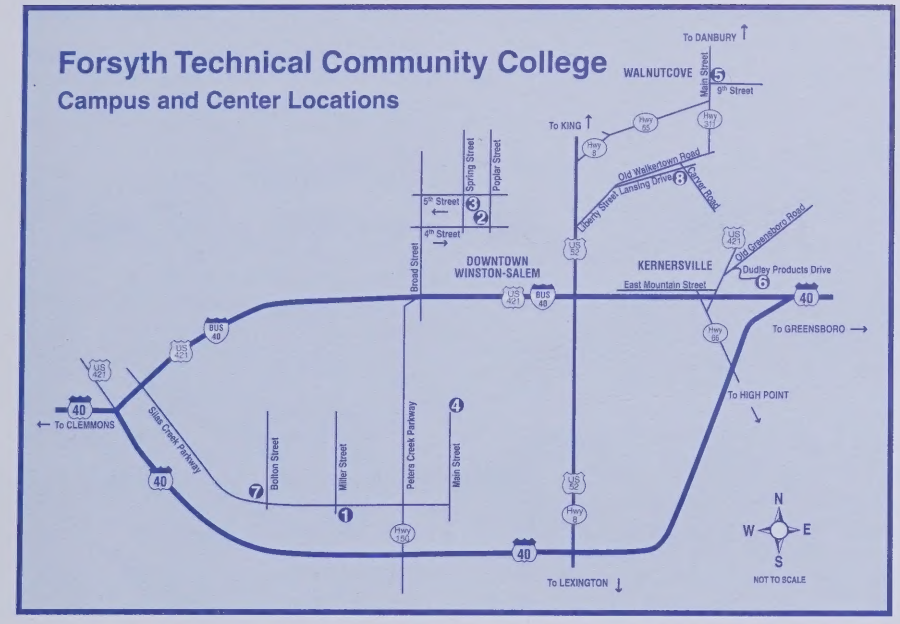
The SGC shall establish and maintain by-laws for the purpose of instituting rules and procedures of administration and operation of the SGA. Amendments to the by-laws shall be valid when approved by a two-thirds majority vote of the SGC and approved by the SAS. Voting on such by-laws may not occur during the same meeting in which the by-laws were proposed.

For more information about joining the Forsyth Technical Community College Student Government Council, see page 23, call (336) 734-7326 or (336) 734-7509, or e-mail ewaddell@forsyth.cc.nc.us.

JUNE 2002

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
9	10 SGA Meeting	11	12	13	14 Flag Day	15
16 Father's Day	17 Last Day to Drop Without Penalty	18	19	20	21	22
23	24 SGA Meeting	25	26	27	28	29
30						

THINGS TO DO:



Campus & Center Locations

❶ Main Campus
2100 Silas Creek Parkway
Winston-Salem, NC 27103
(336) 723-0371
(Mailing address for all locations)

❷ 4th Street Center
Chamber Building
601 West 4th Street
Winston-Salem, NC
(336) 631-1320

❸ 5th Street Center
Forsyth County Public Library
660 West 5th Street
Winston-Salem, NC
(336) 631-1325

❹ Southside Hispanic Center
309 East Sprague Street
Winston-Salem, NC
(336) 631-8878
Se habla español.

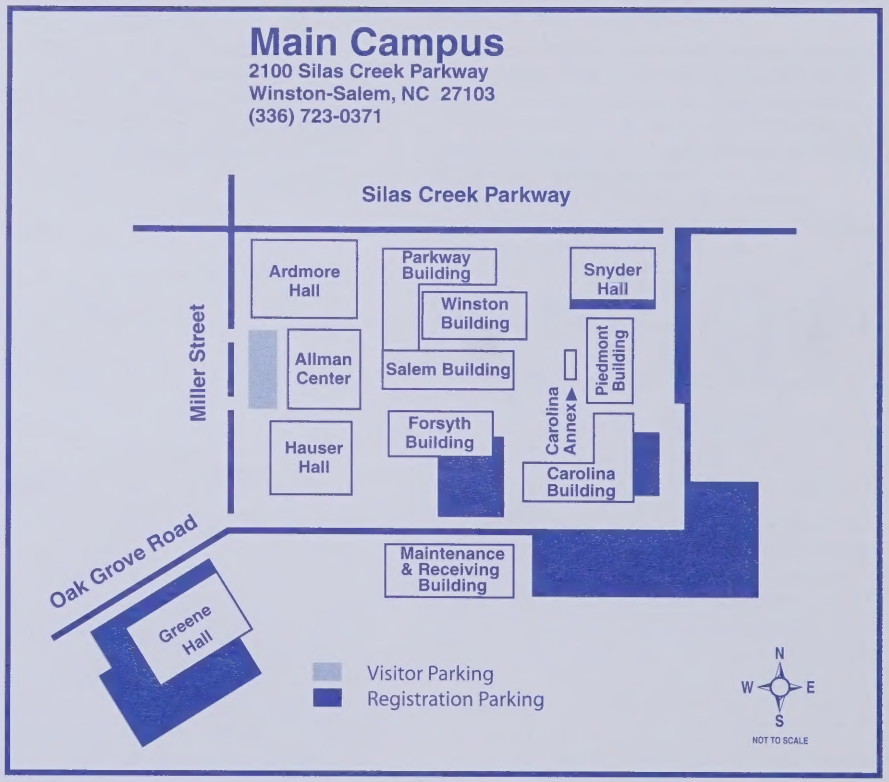
❺ Stokes County Office
904 North Main Street
Walnut Cove, NC
(336) 591-3464

❻ Grady P. Swisher Center
1251 Dudley Products Drive
Kernersville, NC
(336) 993-6780

❼ West Campus
1300 Bolton Street
Winston-Salem, NC
(336) 761-1002

❽ Mazie S. Woodruff Center
4905 Lansing Drive
Winston-Salem, NC
(336) 744-5159

www.forsyth.tec.nc.us
infoftcc@forsyth.cc.nc.us



Allman Center (ALL)
- Admissions Office
- Alumni Affairs Office
- Arts and Sciences Division Office
- Business Office
- Career Guidance Center
- Cashier's Office
- Classrooms/Labs
- Counseling Center
- Curriculum Development Department Office
- Employment Assistance Center
- Forsyth Tech Foundation
- Human Resources Office
- Information Desk
- Information Systems Office
- Institutional Advancement Office
- Institutional Planning and Support Services Offices
- Instructional Services Office
- James A Rousseau Minority Male Mentoring Program
- President's Office
- Purchasing Office
- Records Office
- Recruiting/Minority Services Office
- Research and Assessment Office
- Student Financial Services
- Testing Center

Ardmore Hall (ARD)
- Audiovisual Services
- Auditorium A & B
- Classrooms
- Directed Studies Center
- Distance Learning Center
- Learning Center
- Library

Carolina Annex (CAR ANX)
- Environmental Services Office
- Public Safety Office

Carolina Building (CAR)
- Classrooms/Shops

Forsyth Building (FOR)
- Classrooms/Shops

Greene Hall (BGH)
- Classrooms/Labs
- Health Technologies Division Office

Hauser Hall (HAU)
- Business Information Technologies Division Office
- Cafeteria
- Classrooms/Labs
- Women's Resource Center

Maintenance/Receiving Building (MAINT)
- Physical Plant
- Shipping and Receiving

Parkway Building (PKY)
- Classrooms
- Development Education Office

Piedmont Building (PIE)
- Classroom/Shops

Salem Building (SAL)
- Classrooms/Shops

Snyder Hall (SNY)
- Bookstore
- Classrooms/Labs
- Faculty/Staff Service Center
- Marketing and Public Information Office
- Student Activities Center
- Student Government Council Office

Winston Building (WIN)
- Classrooms/Shops
- Engineering Technologies Division Office

JULY 2002

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4 Independence Day Holiday (College Closed)	5	6
7	8 SGA Meeting	9	10	11	12	13
14	15	16	17	18	19	20
21	22 SGA Meeting	23 Last Day of Classes Grade Posting (By 5:00 pm)	24 Faculty Work Day (No Classes)	25 Graduation Faculty Work Day (No Classes)	26 Faculty Work Day (No Classes)	27
28	29 Annual Leave Period Faculty Work Day (No Classes)	30 Annual Leave Period Faculty Work Day (No Classes)	31 Annual Leave Period Faculty Work Day (No Classes)			

THINGS TO DO:

You are invited to join the Forsyth Technical Community College's Student Government Council, student organizations, student leadership, and sport's teams. For more information call (336) 734-7326 or (336) 734-7509.

Student Organizations	Advisor	Phone	E-mail
Architectural Technology Club	Herb Burns	(336) 734-7342	hburns@forsyth.cc.nc.us
Association of Information Technology Professionals	Mardi White	(336) 734-7199	mwhite@forsyth.cc.nc.us
Forsyth Tech Chapter of North Carolina Student Nurses Association	Linda White Doug Turner	(336) 734-7438 (336) 734-7440	lwhite@forsyth.cc.nc.us dturner@forsyth.cc.nc.us
Future Advocates for Children Tomorrow (F.A.C.T.)	Susan Alberty Gwen Walters	(336) 734-7616 (336 744-5159, ext. 231	salberty@forsyth.cc.nc.us gwalters@forsyth.cc.nc.us
International Cultural Exchange	Jim Churchill	(336) 734-7457	jchurchill@forsyth.cc.nc.us
Medical Assisting Student Organization (MASO)	Laura Durham	(336) 734-7362	ldurham@forsyth.cc.nc.us
Motor Sports Club	Tony Southern	(336) 734-7279	tsouthern@forsyth.cc.nc.us
Philosophical Society	James Fortuna Reeves Shulstad	(336) 734-7454 (336) 734-7494	jfortuna@forsyth.cc.nc.us rshulstad@forsyth.cc.nc.us
Society of Manufacturing Engineers (SME)	Fred Robbins	(336) 734-7274	frobbins@forsyth.cc.nc.us
Student Medical Sonographer's Club	Anne Conner-Day	(336) 734-7437	aconnerday@forsyth.cc.nc.us
Student Practical Nursing Association	Sharon Moore Janice Wimbish	(336) 734-7418 (336) 734-7417	smoore@forsyth.cc.nc.us jwimbish@forsyth.cc.nc.us
Village Crossroads Club	Trudee Johnson	(336) 734-7507	tjohnson@forsyth.cc.nc.us
Student Leadership			
Alpha Mu Beta	Eddie Waddell	(336) 734-7326	ewaddell@forsyth.cc.nc.us
Flight Line Program	Eddie Waddell	(336) 734-7326	ewaddell@forsyth.cc.nc.us
Phi Theta Kappa	Kim Wyatt Jewel Cherry	(336) 734-7460 (336) 734-7297	kwyatt@forsyth.cc.nc.us jcherry@forsyth.cc.nc.us
Sigma Theta Kappa - Law Enforcement Technology	Patti Palmer	(336) 734-7493	ppalmer@forsyth.cc.nc.us
Student Government Association	Eddie Waddell	(336) 734-7326	ewaddell@forsyth.cc.nc.us
Vocational-Technical Honor Society	Laura Durham Darrell Hill Derrick Reeves	(336) 734-7362 (336) 734-7313 (336) 734-7275	ldurham@forsyth.cc.nc.us dhill@forsyth.cc.nc.us dreeves@forsyth.cc.nc.us
Sport's Teams/Recreation			
Bowling League	Barry Lawing	(336) 734-7461	blawing@forsyth.cc.nc.us
Coed Cheerleaders	Kristin Redfield	(336) 734-7458	kredfield@forsyth.cc.nc.us
Golf Tournaments	Barry Lawing	(336) 734-7461	blawing@forsyth.cc.nc.us
Men's Basketball	Brian Padgett	(336) 734-7326	ewaddell@forsyth.cc.nc.us
Putt-Putt Golf Tournaments	Barry Lawing	(336) 734-7461	blawing@forsyth.cc.nc.us
Women's Fastpitch Softball	Gary O'Neal	(336) 734-7509	ewaddell@forsyth.cc.nc.us
Women's Volleyball	Scott Spillman	(336) 734-7326	ewaddell@forsyth.cc.nc.us

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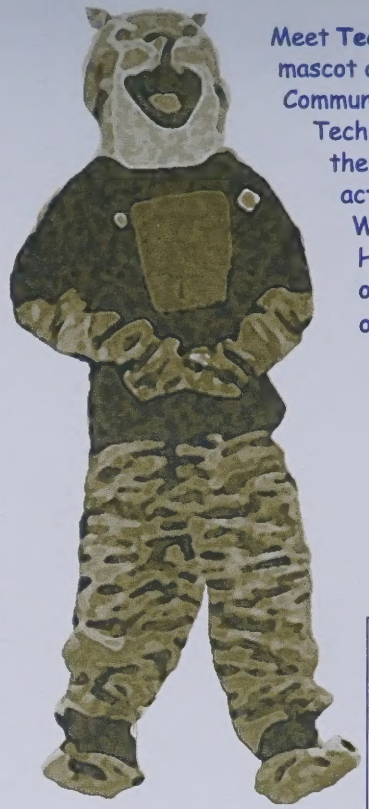

Meet Technical Tiger, the official mascot of Forsyth Technical Community College. The idea for Technical Tiger was developed by the Forsyth Tech student activities staff and given to Winston-Salem artist Clevell Harris. The board of trustees officially adopted the mascot on Thursday, April 20, 1995.

Clevell Harris retains the copyright and the Student Government Association (SGA) owns the character. The following rules apply to using Technical Tiger:

1) Any use of the character must be approved by the Student Government Association

2) Technical Tiger may not be used for profit by any private company or individual unless licensed by the SGA and the artist.

An Equal Opportunity Educational Institution

Forsyth Technical Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award Associate in Applied Science, Associate in Art, and Associate in Science degrees.

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